



COURSE OUTLINE

ARCV 140

ARCHIVES AND COLLECTIONS MANAGEMENT

**45 HOURS
3 CREDITS**

PREPARED BY: Clare Daitch

DATE: November 11, 2016

APPROVED BY: Andrew Richardson

DATE:

APPROVED BY ACADEMIC COUNCIL: (date)

RENEWED BY ACADEMIC COUNCIL: (date)



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APPLIED ARTS DIVISION
ARCV 140
3 Credit Course
Winter 2016

ARCV 140: ARCHIVES AND COLLECTIONS MANAGEMENT

INSTRUCTOR: Angela Fornelli

OFFICE HOURS: Contact instructor for appointment

OFFICE LOCATION: N/A

CLASSROOM: N/A Online only

E-MAIL: afornecki@yukoncollege.yk.ca

TIME: Online Only

TELEPHONE: Via e-mail only

DATES: Jan 6 to April 27, 2016

COURSE CALENDAR DESCRIPTION

In this course, students will become acquainted with basic archival theory and archaeological and museum collections management principles. An introductory study of the theory and practice of acquiring, appraising and accessioning archival records is begun. Students are also introduced to some basic records management techniques. ARCV 140 is a core course in the certificate of Heritage and Culture.

PREREQUISITES

Admission to the School of Liberal Arts

EQUIVALENCY OR TRANSFERABILITY

AU	AU HERM 322 (3)
KWAN	No Credit

SFU	SFU ARCH 2XX (3)
TRU	TRU SSEL 1XX0 (3)
TRU-OL	TRU-OL SOSC 1XX1 (3)
UBC	No Credit
UBCO	No Credit
UFV	UFV LIBT 270 (3)
UNBC	UNBC ANTH 303 (3)
UVIC	UVIC HA 100 lev (1.5)
VIU	VIU HUMA 1st (3)

LEARNING OUTCOMES

Upon successful completion of this course, students will be able to:

1. Explain the differences and similarities among archives, museums, cultural centres and historic sites, including the basic processes required in the development and management of these;
2. Describe varying aspects of archive, museum and cultural centre policy objectives;
3. Describe the means by which archives and museums appraise and process collections;
4. Explain the process of basic record-keeping techniques including familiarity with archive and museum forms and databases;
5. Identify basic conservation principles;
6. Describe the steps required to organize and present archive and museum exhibitions.

DELIVERY METHODS

This course will be delivered online, although some face-time will be required. The course will involve a variety of teaching/learning methods, including lectures, guest speakers, on-line activities, journals and discussions forums and the use of a variety of audio-visual tools.

COURSE REQUIREMENTS

Admission to the School of Liberal Arts

ASSESSMENTS

Online Participation

All students will be expected to actively participate in online discussions and activities. The material covered in the class is cumulative in nature, and keeping up with modules is to the advantage of all students. Thoughtful, online participation and the completion of learning module activities are worth 20% of the final grade.

Yukon College academic regulations with respect to attendance will apply for this course.

Online Journal

Students will be asked to respond to weekly questions in an on-line journal. This will help you keep up with the readings and ensure you are focused on key material. Online journals will be worth 10% of the final grade.

Assignments

There are three major assignments for this class.

Assignment 1: Imaginary Museum. You will create an imaginary museum, either based on provided descriptions or a museum of your own choosing. For your imaginary museum, you will create a mission and mandate statement, staff your museum and write a collections management policy. You will create and upload a video presentation about your museum for your classmates. Your imaginary museum assignment is worth 20% of your final mark.

Assignment 2: Mini-Archive Appraisal and Processing. This assignment has two parts:

the first involves appraising a potential donation to your community archives/museums. The second part involves using the Rules for Archival Appraisal (RAD) to create a fond-level description of an accession. The mini-archives exercise is worth 20% of your final mark.

Assignment 3: Collections Management Paper. This assignment requires the student to write an 8-10 page (2500 word) research or position paper addressing an issue in collections management. You will be given a choice of topics for this assignment. The paper is worth 30% of your final mark.

EVALUATION

Evaluation		Weight
Participation	Participation in online forum and completion of learning activities	20%
Journal	Answer weekly questions in the online journal	10%
Assignment 1	Imaginary Museum Assignment - Feb 5	20%
Assignment 2	Mini-Archives: appraise & processing a mini-archive - March 4	20%
Assignment 3	Paper: Respond to an issue in collections management - April 12	30%
Total		100%

REQUIRED TEXTBOOKS AND MATERIALS

Digital Readings (Links to digital readings will be posted to the class website).

Willie. (3rd Ed.) (2014). *Standard practices handbook for museums*. Edmonton: Alberta Museums Association.

This is available for purchase from Yukon College bookstore and online from the Alberta Museums Association at: <http://www.museums.ab.ca/book-store/details.aspx?ID=6673ba81-faf0-460a-84fb-6d4484388b53>

Note: Page numbers for readings from the 2003 edition, edited by Eckert are also included in the reading summary below, as some students may have the previous edition of the textbook. If possible, purchase the 2014 edition.

Millar, L. (2010). *Archives: principles and practices*. New York: Neal-Schuman Publishers.

This is available for purchase from the Yukon College bookstore and online from www.amazon.ca

PLAGIARISM

Plagiarism is a serious academic offence. Plagiarism occurs when students present the words of someone else as their own. Plagiarism can be the deliberate use of a whole piece of another person's writing, but more frequently it occurs when students fail to acknowledge and document sources from which they have taken material. Whenever the words, research or ideas of others are directly quoted or paraphrased, they must be documented according to an accepted manuscript style (e.g., APA, CSE, MLA, etc.). Resubmitting a paper which has previously received credit is also considered plagiarism. Students who plagiarize material for assignments will receive a mark of zero (F) on the assignment and may fail the course. Plagiarism may also result in dismissal from a program of study or the College.

ACADEMIC ACCOMMODATION

Reasonable accommodations are available for students requiring an academic accommodation to fully participate in this class. These accommodations are available for students with a documented disability, chronic condition or any other grounds specified in section 8.0 of the Yukon College Academic Regulations (available on the Yukon College website). It is the student's responsibility to seek these accommodations. If a student requires an academic accommodation, he/she should contact the Learning Assistance Centre (LAC) at (867) 668-8785 or lassist@yukoncollege.yk.ca.

WRITING CENTRE

All students are encouraged to make the Writing Centre a regular part of the writing process for coursework. Located in C2231 (adjacent the College Library), the Writing Centre offers half-hour writing coaching sessions to students of all writing abilities. Coaching sessions are available in person and through distance technologies (e.g., email plus Skype or phone). For further information or to book an appointment, visit the Centre's website: www.yukoncollege.yk.ca/student_info/pages/writing_centre.

TOPIC OUTLINE

Date	Topic	Readings
Week 1 Jan 6 - 8	Moodle Overview	Moodle Learning Modules
Week 2 Jan 11 - 15	Introduction: Archives, Museums, Cultural Centres and Historic Places: What's the difference?	Willie (2014), 377-389; or Eckert (2003), 7-22 Millar (2010), 1-19 & 257 - 269
Week 3 Jan 18 - 22	Structural Overview of Archives, Museums and Cultural Centres: Authority, Mandate, Policies, Personnel	Willie (2014), 13 - 19 & 51 - 106; or Eckert (2003), 25-30, 57-110; Millar (2010) 27-72
Week 4 Jan 25 - 29	Ethics & Foundational Principles: Ethical Frameworks and Key Archival Principles (Provenance, Original Order and Respect des Fonds)	ACA (2007); CMA (2006); Willie (2014) 41 - 47; Eckert (2003), 31-33 & 47-53; Millar (2010), 97-114
Week 5 Feb 1 - 5	Archival Appraisal	Millar (2010), pp. 115-143; YG (2009)
Week 6 Feb 8 - 12	Archival Appraisal cont. Archival Processing Assignment 1: Imaginary Museums Due - Feb 5	Millar (2010), pp. 145 - 181, SCAA (1997)
Week 7 February 15 - 19	Archival Processing	Millar (2010), pp. 183 - 204
Reading Week February 22 - 26	Reading Week No Classes	
Week 8 February 29 - March 4	Museum/ Cultural Centre Collections Management Assignment 2: Mini-Archives Assignment Due - March 4	Willie (2014) pp. 143-204; or Eckert (2003), pp. 145 - 204
Week 9 March 7 - 11	Museum/Cultural Centre Collections Management: Case	Bowechop (2006), pp. 57-64; Conaty (2005),

	Studies	pp. 43-58; Scalplock (2006), pp. 65 - 70
Week 10 March 14 - 18	Preventative Conservation	Eckert (2003), pp. 205-222 or Willie (2014) pp. 205-226; Millar (2010), pp. 73-96
Week 11 March 21 -25	Issues in Collections Management: Repatriation and Community Access to Collections	Charlie (2007), Henessy (2012)
Week 12 March 29 - April 1	Historic Sites: Preservation and Management	CHP (2010), 1-46.
Week 13 April 4 - 8	Issues in Museums and Archives: Public Access and Digitization	Willie (2014), pp. 251-260 (this will be proved to those with Eckert (2013 Edition); Millar (2010) pp. 205-222.
Week 14 April 11 - 12	Learning Reflections Assignment 3: Paper Due April 12	

READINGS

All required readings are in the Willie (2014) or Millar (2010) textbooks, or available online.

WEEK 1: MOODLE OVERVIEW

Required Readings

Work through Moodle Overview modules online and explore the course content

WEEK 2: INTRODUCTION

Required Readings:

Willie (Ed.) (2014). *Standard practices handbook for museums* (pp. 377-389).
Edmonton: Alberta Museums Association.

Millar, L. (2010). What are archives? & Glossary of terms. In *Archives: principles and practices* (pp. 1-25 & 257 -269). New York: Neal-Schuman Publishers.

Recommended Readings:

Association of Canadian Archivists. (2005). What is an archives? Retrieved August 1,

2010, from
http://archivists.ca/sites/default/files/Attachments/Outreach_attachments/Whats-an-Archives.PDF

Archives Association of Alberta. (2006). Archival terminology select terms. Retrieved August 1, 2010, from
http://aabc.ca/media/5403/ASA_Archives_terminology_2006.pdf

WEEK 3: STRUCTURAL OVERVIEW

Required Readings:

Willie (Ed.) (2003). *Standard practices handbook for museums*. (pp. 13 - 19 & 51 - 106). Edmonton: Alberta Museums Association.

Millar, L. (2010). Archival Institutions and Archival Service. In *Archives: principles and practices* (pp. 27-72). New York: Neal-Schuman Publishers.

Recommended Readings:

Association of Canadian Archivists. (2004). What is an archivist? Retrieved August 1, 2010, from
http://archivists.ca/sites/default/files/Attachments/Outreach_attachments/Whats-an-Archivist.PDF

Cooper, K.C. (2006) Starting a Museum or Cultural Centre. In Cooper, K.C. & Sandoval, N. (Eds.), *Living homes for cultural expressions: North American Native perspectives on creating community museums*. (pp. 11-16). Washington, DC and New York: Smithsonian Institution. Retrieved Oct. 14, 2014 from
http://nmai.si.edu/sites/1/dynamic/downloads/downloads_filename_66.pdf

Jones, M. (2006). Building the Squamish museum. In Cooper, K.C. & Sandoval, N. (Eds.) *Living homes for cultural expressions: North American Native perspectives on creating community museums* (pp. 71-74). Washington, DC and New York: Smithsonian Institution. Retrieved Oct. 14, 2014 from
http://nmai.si.edu/sites/1/dynamic/downloads/downloads_filename_66.pdf

UK Museums Association - Job Descriptions & Case Studies. Retrieved Oct. 14, 2014 from <http://www.museumsassociation.org/careers/case-studies>

WEEK 4: ETHICS & FOUNDATIONAL PRINCIPLES

Required Readings:

Association of Canadian Archivists Code of Ethics. Retrieved October 14, 2014 from

<http://archivists.ca/content/code-ethics>

Canadian Museums Association Code of Ethics. Retrieved October 14, 2014, from <http://www.museums.ca/uploaded/web/docs/ethicsguidelines.pdf>

Willie (Ed.) (2014). *Standard practices handbook for museums*. (pp. 41-47). Edmonton: Alberta Museums Association.

Millar, L. (2010). Provenance, original order and *respect des fonds*. In *Archives: principles and practices* (pp. 97-114). New York: Neal-Schuman Publishers.

WEEK 5: ARCHIVAL APPRAISAL

Required Readings:

Millar, L. (2010). Appraising and acquiring archives. In *Archives: principles and practices* (pp. 115-143). New York: Neal-Schuman Publishers.

Yukon Government (2009). *Yukon Archives Acquisition Policy*.

Recommended Readings:

Association of Canadian Archivists. (2007). Aboriginal Archives Guide. Retrieved November 23, 2012 from: http://archivists.ca/sites/default/files/Attachments/Outreach_attachments/Aboriginal_Archives_English_WEB.pdf

Yukon Government (2009). *Yukon Archives Private Records Appraisal Policy*.

Yukon Government (2009). *Yukon Archives Public Records Appraisal Policy*.

Yukon Government (2009). *Yukon Archives Appraisal Standards*.

WEEK 6: ARCHIVAL APPRAISAL/PROCESSING

Required Readings:

Millar, L. (2010). Arranging and describing archives. In *Archives: principles and practices* (pp. 145-181). New York: Neal-Schuman Publishers.

Saskatchewan Council for Archives and Archivists. (1997). *Basic RAD*. Retrieved August 1, 2010 from <http://lib74123.usask.ca/scaa/rad/>

Recommended Readings:

Canadian Council for Archives (2008). *Canadian Archival Standard Rules for Archival Description*. Retrieved Oct. 14, 2014 from http://www.cdncouncilarchives.ca/rad/radcomplete_july2008.pdf

WEEK 7: ARCHIVAL PROCESSING (CONT.)

Required Readings:

Miller, L. (2010). Making Archives Available. In *Archives: principles and practices* (pp. 183-204). New York: Neal-Schuman Publishers.

Recommended Readings:

Daitch, C. (2012). Yukon Archival Needs Assessment: An analysis of Yukon's holdings and recommendations for redesigned archives advisory service. Yukon: Yukon Council of Archives.

Yukon Government (2009). *Yukon Archives Digitization Policy*.

WEEK 8: COLLECTIONS MANAGEMENT

Required Reading:

Willie (Ed.) (2014). *Standard practices handbook for museums*. (pp. 145-204). Edmonton: Alberta Museums Association.

Recommended Reading:

Reibel, D. B. (1997). *Registration methods for the small museum*. Walnut Creek, CA: Altamira Press.

WEEK 9: COLLECTIONS MANAGEMENT (CASE STUDIES)

Required Readings:

Bowechop, J. & Mauger, J. E. (2006). Tribal collections management at the Makah cultural and research centre. In K.C. Cooper & N. Sandoval (Eds.), *Living homes for cultural expression, North American Native perspectives on creating community museums* (pp. 57-64). Washington D.C.: Smithsonian Institution. http://nmai.si.edu/sites/1/dynamic/downloads/downloads_filename_66.pdf

Conaty, G. & Carter, B. (2005). Our story in our words: Diversity and equality in the Glenbow museum. In: R. Janes & G. Conaty (Eds.), *Looking reality in the eye: Museums and social responsibility* (pp. 43-58). Calgary, AB: University of Calgary Press.

Scalplock, I. J. (2006). Tribal museums and the Siksika experience. In K.C. Cooper & N. Sandoval (Eds.), *Living homes for cultural expression, North American Native perspectives on creating community museums* (pp. 65-70). Washington D.C.: Smithsonian Institution.
http://nmai.si.edu/sites/1/dynamic/downloads/downloads_filename_66.pdf

WEEK 10: PREVENTATIVE CONSERVATION

Required Readings:

Willie. (Ed.) (2014). *Standard practices handbook for museums* (pp. 205-226). Edmonton: Alberta Museums Association.

Millar, L (2010). Protecting Archives. In *Archives: principles and practices* (pp. 73-96). New York: Neal-Schuman Publishers.

Recommended Readings:

Canadian Conservation Institute CCI Notes. Retrieved Oct. 14, 2014 from:
<http://canada.phc.gc.ca/eng/1439925167385>

Clavir, M. (2002). First Nations perspectives on preservation and museums. In *Preserving what is valued: Museums, conservation, and First Nations* (pp. 69-97). Vancouver, B.C.: UBC Press.

WEEK 11: REPATRIATION AND COMMUNITY ACCESS TO COLLECTIONS

Required Readings:

Charlie, S. and Krahn, E. (2007). *Searching for our heritage*. Yukon, Canada: Government of Yukon. Retrieved August 1, 2010 from
<http://www.archimuse.com/ichim07/papers/charlie/charlie.html>

Hennessy, K., Wallace, R., Jakobsen, N. & Arnold, C. (2012, March). Virtual Repatriation and the Application Programming Interface: From the Smithsonian Institution's MacFarlane Collection to "Inuvialuit Living History". In *Museums and the Web Conference Proceedings*. Retrieved from:

http://www.museumsandtheweb.com/mw2012/papers/virtual_repatriation_and_the_application_progr

Recommended Readings:

Daitch, C. (2013). Repatriation in Yukon and Beyond. Yukon: Prepared for Yukon Government Museums Unit. Retrieved from:

<http://www.searchingforourheritage.ca/wp/wp-content/uploads/2013/05/Searching-for-Our-Heritage-Paper-Final.pdf>

Government of Canada, the Council for Yukon Indians and the Government of Yukon (1993). Umbrella Final Agreement. (Chapter 13, pp. 121-130). Retrieved Oct. 14, 2014 from <http://www.eco.gov.yk.ca/pdf/umbrellafinalagreement.pdf>

Lyons, N. Hennessy, K, Arnold, C. and Joe, M. (2011). Inuvialuit Smithsonian Project: Winter 2009-Spring 2011. Washington D.C.: Smithsonian Institution Report. Retrieved from:

http://www.mnh.si.edu/arctic/html/pdf/Inuvialuit%20Smithsonian%20Report%20009-2011_FINAL.pdf

Phillips, Ruth. R. (2012). The Global Travels of a Mi'kmaq Coat: Colonial Legacies, Repatriation, and the New Cosmopolitanism. In *Museum Pieces: Toward the Indigenization of Canadian Museums*. (pp. 132-154). Montreal and Kingston: McGill-Queens University Press.

WEEK 12: HISTORIC SITES: PRESERVATION AND MANAGEMENT

Required Readings:

Canada's Historic Places (2010). *Standards and Guidelines for the Conservation of Historic Places in Canada* (pp. 1-46). Retrieved Oct. 14, 2014 from

<http://www.historicplaces.ca/en/pages/standards-normes.aspx>

Recommended Readings:

Yukon Government (2002). *Historic resources act*. Retrieved August 1, 2010 from

http://www.gov.yk.ca/legislation/acts/hire_c.pdf

WEEK 13: ISSUES IN MUSEUMS AND ARCHIVES: PUBLIC ACCESS AND DIGITIZATION

Required Readings:

Willie (Ed.) (2014). *Standard practices handbook for museums* (pp. 251-260). Edmonton: Alberta Museums Association.

Millar, L. (2010). The challenge of digital archives. In *Archives: principles and practices*. (pp. 205-222). New York: Neal-Schuman Publishers.

Recommended Readings:

Hill, R. W. (2006). Road map for Native museum exhibition planning. In K.C. Cooper & N. Sandoval (Eds.), *Living homes for cultural expression, North American Native perspectives on creating community museums* (pp. 17-25). Washington D.C.: Smithsonian Institution.

http://nmai.si.edu/sites/1/dynamic/downloads/downloads_filename_66.pdf

Phillips, Ruth. R. (2012). The Digital (R)evolution of Museum-Based Research. In *Museum Pieces: Toward the Indigenization of Canadian Museums*. (pp. 177-196). Montreal and Kingston: McGill-Queens University Press.

Steffian, A. F. (2006). Teaching traditions: Public programming at the Alutiiq museum. In K.C. Cooper & N. Sandoval (Eds.), *Living homes for cultural expression, North American Native perspectives on creating community museums* (pp. 27-41). Washington D.C.: Smithsonian Institution.

http://nmai.si.edu/sites/1/dynamic/downloads/downloads_filename_66.pdf