

LEARNING OBJECTIVES / GOALS / OUTCOMES / LEARNING OUTCOMES:

Upon successful completion of LIBT 270, the student will:

1. Explain the difference between libraries, museums, and archives.
2. Discuss the history of archives in Canada.
3. Describe the key factors involved in acquiring records.
4. Describe and utilize the criteria involved in appraising records.
5. Describe the process of arranging and describing records, and apply this knowledge through the creation of records.
6. Describe the ethical issues involved in providing reference services in an archives.
7. Explain some of the techniques used in raising the public's awareness of the functions of an archives.
8. Discuss the integral relationship between archival management and records management.

METHODS:

Classes will consist of lectures, learning activities, and discussion.

PRIOR LEARNING ASSESSMENT RECOGNITION (PLAR):

Credit can be awarded for this course through PLAR (Please check:) Yes No

METHODS OF OBTAINING PLAR:

The following approaches to PLAR may be considered (but not limited to): portfolio, demonstration, interview, examination, etc.

TEXTBOOKS, REFERENCES, MATERIALS:

[Textbook selection varies by instructor. An example of texts for this course might be:]

N/A

SUPPLIES / MATERIALS:

Current secondary electronic storage media

STUDENT EVALUATION:

[An example of student evaluation for this course might be:]

Assignments 25%

Term project 25%

Midterm exam 25%

Final exam 25%

COURSE CONTENT:

[Course content varies by instructor. An example of course content might be:]

Similarities and differences between libraries, museums, and archives

History of archives in Canada

Acquisition of records

Archival reference service

Appraisal criteria

Appraisal and description of records