

**UNIVERSITY COLLEGE OF THE FRASER VALLEY**

**COURSE INFORMATION**

**DISCIPLINE/DEPARTMENT:** Library and Information Technology Program **IMPLEMENTATION:** Sept. 1, 1996

Revised:

<u>LIBT 270</u>	<u>Archival Techniques</u>	<u>3</u>
<b>SUBJECT/NUMBER OF COURSE</b>	<b>DESCRIPTIVE TITLE</b>	<b>UCFV CREDITS</b>

**CALENDAR DESCRIPTION:** In this course, students will study the relationship between Records Management procedures and Archival Techniques. They will examine the field of Archives, and recognize its national and local associations and organizations. Course will deal with the process of appraising and selecting items for archival retention, and will practise simple conservation techniques, safe storage methods, and the concepts of original order and provenance. Students will develop methods of providing indexes, finding aids and security for archival collections. Includes a computer lab period.

**RATIONALE:** This course follows logically after the two records management courses, since it will deal with handling the items of lasting value that emerge from a records management survey. This course will cover techniques which are required to preserve items over a long period of time (e.g. acid-free containers, etc.) It will also deal with the arrangement of materials, with the underlying philosophies of "original order" and "provenance" which are at the heart of archival storage and retrieval, and will introduce the student to methods of providing access to collections, as well as security in case of disaster. Computers will be used to develop access tools.

**COURSE PREREQUISITES:** LIBT 250, CIS 100

**COURSE COREQUISITES:**

<b>HOURS PER TERM FOR EACH STUDENT</b>	<b>Lecture</b>	<b>30</b>	<b>hrs</b>	<b>Student Directed Learning</b>		
	<b>Laboratory</b>	<b>30</b>	<b>hrs</b>	<b>Other - specify:</b>		<b>hrs</b>
	<b>Seminar</b>		<b>hrs</b>			
	<b>Field Experience</b>		<b>hrs</b>			
				<b>TOTAL</b>		<b>60 HRS</b>

**MAXIMUM ENROLMENT:** 25

Is transfer credit requested?     Yes     No

**AUTHORIZATION SIGNATURES:**

<b>Course Designer(s):</b> <u>Pat Sifton/Kim Isaac</u>	<b>Chairperson:</b> <u>N/A</u> <b>Curriculum Committee</b>
<b>Department Head:</b> <u>Pat Sifton</u>	<b>Dean:</b> <u>(W.R. Bate)</u>
<b>PAC: Approval in Principle</b> _____ <span style="display: block; text-align: right;">(Date)</span>	<b>PAC: Final Approval:</b> <u>May 3, 1995</u> <span style="display: block; text-align: right;">(Date)</span>

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**SYNONYMOUS COURSES:**

(a) replaces N/A  
(course #)

(b) cannot take N/A for further credit  
(course #)

**SUPPLIES/MATERIALS:**

Samples of archival-type materials, which students use to practise skill in conservation, preservation, organization, description, etc. Samples of acid-free containers. Requires use of computer lab and database programs.

**TEXTBOOKS, REFERENCES, MATERIALS (List reading resources elsewhere)**

Dearstyne, Bruce W. The archival enterprise : modern archival principles, practices and management techniques. American Library Association, 1993.

**OBJECTIVES:**

By the end of the term, students will be able to:

- Describe the purpose of an archives centre.
- Compare an archives centre to a records management centre.
- Discuss the duties and responsibilities of an archivist.
- Understand the difference between a public and a private archive.
- Discuss issues such as copyright, freedom of information, protection of privacy
- Describe the life cycle of an archival item.
- List selection criteria for archival materials.
- Describe methods of preserving materials for an archive.

**METHODS:**

The course will be delivered through lectures, student presentations, computer labs.

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**STUDENT EVALUATION PROCEDURE:**

Assignments	20%
Presentations	20%
Computer project	10%
Mid-term, Final exams	50%

**COURSE CONTENT**

Introduction to the “meaning” of archives  
The relationship of archives to records management  
The use of archives  
Public and private archives in our area  
How archives fit into the life cycle of documents  
Simple conservation and preservation techniques  
Organization, labelling and storage of archival materials  
Using computers and databases for providing access to archival materials  
Disaster planning  
Manuals for coping with disasters