



ORIGINAL COURSE IMPLEMENTATION DATE: September 1996
 REVISED COURSE IMPLEMENTATION DATE: September 2025
 COURSE TO BE REVIEWED (six years after UEC approval): March 2031
 Course outline form version: 26/01/2024

OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

Note: The University reserves the right to amend course outlines as needed without notice.

Course Code and Number: LIBT 270		Number of Credits: 3 Course credit policy (105)											
Course Full Title: Archival Techniques Course Short Title: Archival Techniques													
Faculty: Faculty of Education, Community, & Human Dev.		Department (or program if no department): Information Studies											
Calendar Description: Introduces students to the basics of archival principles, theories, history, and practice. Students will be introduced to the care and handling of archival materials including acquisition and appraisal, conservation and preservation, and reference services. Through practical assignments students will engage with the challenges of archival work, including archival arrangement and description, and gain familiarity with the components of a digitization program. There will be opportunities to engage with current issues in the field including long term digital preservation, moral and ethical issues, and best practices for the care of heritage materials within Indigenous communities.													
Prerequisites (or NONE):		None.											
Corequisites (if applicable, or NONE):		None.											
Pre/corequisites (if applicable, or NONE):		None.											
Antirequisite Courses <i>(Cannot be taken for additional credit.)</i> Former course code/number: Cross-listed with: Equivalent course(s): <i>(If offered in the previous five years, antirequisite course(s) will be included in the calendar description as a note that students with credit for the antirequisite course(s) cannot take this course for further credit.)</i>		Course Details Special Topics course: No <i>(If yes, the course will be offered under different letter designations representing different topics.)</i> Directed Study course: No <i>(See policy 207 for more information.)</i> Grading System: Letter grades Delivery Mode: May be offered in multiple delivery modes Expected frequency: Annually Maximum enrolment (for information only): 36											
Typical Structure of Instructional Hours		Prior Learning Assessment and Recognition (PLAR) PLAR is available for this course.											
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Lecture/seminar</td> <td style="width: 20%; text-align: center;">45</td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td style="text-align: right;">Total hours</td> <td style="text-align: center;">45</td> </tr> </table>		Lecture/seminar	45							Total hours	45	Transfer Credit <i>(See bctransferguide.ca.)</i> Transfer credit already exists: No Submit outline for (re)articulation: Yes <i>(If yes, fill in transfer credit form.)</i>	
Lecture/seminar	45												
Total hours	45												
Scheduled Laboratory Hours Labs to be scheduled independent of lecture hours: No		Date of meeting: January 15, 2025											
Department approval		Date of meeting: January 31, 2025											
Faculty Council approval		Date of meeting: March 28, 2025											
Undergraduate Education Committee (UEC) approval													

Learning Outcomes *(These should contribute to students' ability to meet program outcomes and thus Institutional Learning Outcomes.)*

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

1. Reflect on the relationship between archives and other information organizations.
2. Articulate the fundamental theories and concepts of archival practice.
3. Identify resources and best practices to respectfully further the care, access, and preservation of heritage materials within Indigenous communities.
4. Articulate the basic processes for the acquisition and appraisal, conservation and preservation, and storage and retrieval of both physical and digital archival materials.
5. Describe the processes for the arrangement and description of archival materials, both physical and digital, and apply this knowledge to create a standards-based multi-level archival description.
6. Identify the different needs of and services for archival patrons as governed by legislation and influenced by institutional policies and ethical considerations.
7. Apply basic techniques used in raising the public's awareness of the functions of archives.
8. Apply the basic components, procedures, and technologies of a digitization program.

Recommended Evaluation Methods and Weighting *(Evaluation should align to learning outcomes.)*

Assignments:	40%	Holistic assessment:	20%	%
Quizzes/tests:	40%		%	%

Details:

NOTE: The following sections may vary by instructor. Please see course syllabus available from the instructor.

Typical Instructional Methods *(Guest lecturers, presentations, online instruction, field trips, etc.)*

Lectures, online instruction, online learning activities, and industry webinars.

Texts and Resource Materials *(Include online resources and Indigenous knowledge sources. [Open Educational Resources](#) (OER) should be included whenever possible. If more space is required, use the [Supplemental Texts and Resource Materials form](#).)*

Type	Author or description	Title and publication/access details	Year
1. Article	Tsabedze, Vusi	Managing Records in the Age of Artificial Intelligence: How Prepared Are Archives and Records Management Professionals in Eswatini? (Internet Reference Services Quarterly)	2024
2. Article	Frings-Hessami, Viviane	Continuum, continuity, continuum actions: reflection on the meaning of a continuum perspective and on its compatibility with a life cycle framework (Journal of Archival Science)	2022
3. Article	Kiwa, Fungai Jacqueline	Development of an integrated archives electronic document and records management system	2022
4.			
5.			

Required Additional Supplies and Materials *(Software, hardware, tools, specialized clothing, etc.)*

Laptop or computer, secondary storage media

Course Content and Topics

- Similarities and differences between information organizations
- History of archival practices
- Acquisition of archival materials
- Archival information services
- Digital archives and preservation
- Physical and digital archival techniques
- Selection, appraisal, and description process of archival materials