



**COURSE OUTLINE**

**ARCV 140**

**ARCHIVES AND COLLECTIONS MANAGEMENT**

**45 HOURS  
3 CREDITS**

PREPARED BY: Clare Daitch

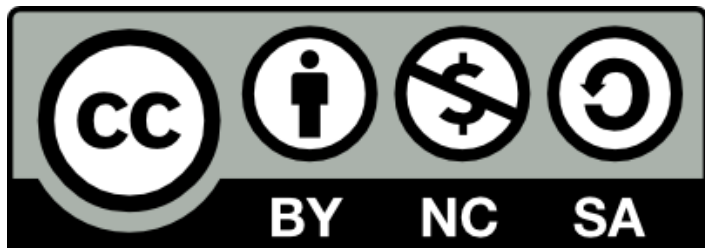
DATE: December 18, 2018

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 2019

### ARCHIVES AND COLLECTIONS MANAGEMENT

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**INSTRUCTOR:** Clare Daitch

**OFFICE HOURS:** Contact instructor for appointment

**OFFICE LOCATION:** N/A

**CLASSROOM:** A2603

**E-MAIL:** [cdaitch@yukoncollege.yk.ca](mailto:cdaitch@yukoncollege.yk.ca) **TIME:** Tuesday, 5:30 to 7:00 p.m. plus online

**TELEPHONE:** Via e-mail or (867)668-8770 (Admin) **DATES:** Jan 8 to April 26, 2019

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#### 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

None.

#### 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.

## COURSE FORMAT

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

## ASSESSMENTS

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

### Classroom Participation

As a blended learning class, this course requires both classroom and online participation. The classroom portion will be focused on ensuring the students acquire the knowledge and technical skills needed to complete the course activities. Attendance and thoughtful, engaged participation in the classroom portion of this class is worth 10% of the final grade.

### **Learning Activity Participation (online)**

All students will be expected to actively participate in learning activities (located on the class website). The material covered in the class is cumulative in nature, and keeping up with modules is to the advantage of all students. Students will be asked to respond to weekly questions in an online journal and complete learning activities for each module. This will help you keep up with the readings and ensure you are focused on key material. The completion of each module's learning activities and weekly journal responses are worth 20% 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 a 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
Classroom Participation	Attendance and participation in the class.	10%
Learning Activities	Completion of learning activities by module and the online journal (ongoing).	20%
Assignment 1	Imaginary Museum Assignment - <b>Feb 8</b>	20%
Assignment 2	Mini-Archives: appraise & processing a mini-archive - <b>March 5</b>	20%
Assignment 3	Final Essay - analyse and respond to an collections management or conservation issue - <b>April 12</b>	30%
<b>Total</b>		<b>100%</b>

## REQUIRED TEXTBOOKS AND MATERIALS

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

Willie. (3<sup>rd</sup> 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>

Millar, L. (2<sup>nd</sup> Ed.) (2017). *Archives: principles and practices*. London: Facet Publishing.

*Note: This is also available as an ebook from [www.facetpublishing.co.uk](http://www.facetpublishing.co.uk)*

Textbooks will be available at the Yukon College Library on short-term loan.

## ACADEMIC AND STUDENT CONDUCT

Information on academic standing and student rights and responsibilities can be found in the current Academic Regulations that are posted on the Student Services/ Admissions & Registration web page.

## 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.

### **YUKON FIRST NATIONS CORE COMPETENCY**

Yukon College recognizes that a greater understanding and awareness of Yukon First Nations history, culture and journey towards self-determination will help to build positive relationships among all Yukon citizens. As a result, to graduate from ANY Yukon College program, you will be required to achieve core competency in knowledge of Yukon First Nations. For details, please see [www.yukoncollege.yk.ca/yfnccr](http://www.yukoncollege.yk.ca/yfnccr).

### **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](mailto:lassist@yukoncollege.yk.ca).

## TOPIC OUTLINE

Date	Topic	Readings
Week 1 January 8	Introduction: Archives, Museums, Cultural Centres and Historic Places: What's the difference?	Willie (2014), 377-389 Millar (2017), 1-22 & 289 -306
Week 2 Jan 16	Archives, Museums and Cultural Centre Organizational Structures: Authority, Mandate, Policies, Personnel	Willie (2014), 13 - 19 & 51 - 106, Millar (2017), 27-36 & 123-144
Week 3 Jan 22	Ethics & Foundational Principles: Ethical Frameworks	ACA (2007); CMA (2006); Willie (2014), 41 - 47 or Eckert (2003), 31-33 & 47-53; Millar (2017), 37 - 66 & 93-106
Week 4 Jan 30	Archival Appraisal	Millar (2017), 179 -212
Week 5 Feb 6	Archival Appraisal cont. Archival Processing <b>Assignment 1: Imaginary Museums Due - Feb 8 at midnight</b>	Millar (2017), 213-242; SCAA (1997)
Reading Week Feb 12	Archival Processing	Millar (2017), 234-263
Week 6 Feb 19	Reading Week No Classes	
Week 7 Feb 26	Museum/ Cultural Centre Collections Management	Willie (2014), 143-204 & 145 - 204
Week 8 March 5	Museum/ Cultural Centre Collections Management <b>Assignment 2: Mini-Archives Assignment Due - March 5 at Midnight</b>	Willie (2014), 143-204 & 145 - 204
Week 9 March 12	Museum/Cultural Centre Collections Management: Case Studies	Bowe chop (2006), 57-64; Conaty (2005), 43-58; Scalplock (2006),



		65 - 70
Week 10 March 19	Preventative Conservation	Willie (2014), 205-226 or Eckert (2003), 205-222; Millar (2017), 145-178
Week 11 March 26	Issues in Collections Management: Repatriation and Community Access to Collections	Charlie (2007); Henessy (2016); Daitch (2013); Phillips (2012); 132-154.
Week 12 April 2	Historic Sites: Preservation and Management	CHP (2010), 1-46.
Week 13 April 9	Making archives and collections Accessible: Overview of exhibition planning and new media/digital displays. <b>Assignment 3: Paper Due April 12 at Midnight</b>	Willie (2014), 327-376; Millar (2017), 107-120.

## READINGS

*All required readings are in the Willie (2014) or Millar (2017) textbooks, or available online.*

### WEEK 1: INTRODUCTION

#### **Required Readings:**

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

Millar, L. (2017). What are archives? & Glossary of terms. In *Archives: principles and practices* (pp. 1-22 & 289 -306). London: Facet Publishing.

#### **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](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](http://aabc.ca/media/5403/ASA_Archives_terminology_2006.pdf)

## WEEK 2: STRUCTURAL OVERVIEW

### **Required Readings:**

Willie (Ed.) (2014). *Standard practices handbook for museums*. (pp. 13 - 19 & 51 - 106). Edmonton: Alberta Museums Association.

Millar, L. (2017). *The nature of archives and Managing the Institution*. In *Archives: principles and practices* (pp. 27-66 & 123-144). London: Facet Publishing.

### **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](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](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](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 3: 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. (2017). *The principles of archival service*. In *Archives: principles and practices* (pp. 93-106). London: Facet Publishing.

#### **WEEK 4: ARCHIVAL APPRAISAL**

##### ***Required Readings:***

Millar, L. (2017). *Acquiring archives*. In *Archives: principles and practices* (pp. 179-212). London: Facet Publishing.

##### ***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](http://archivists.ca/sites/default/files/Attachments/Outreach_attachments/Aboriginal_Archives_English_WEB.pdf)

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

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 5: ARCHIVAL APPRAISAL/PROCESSING**

##### ***Required Readings:***

Millar, L. (2017). *Arranging and describing archives*. In *Archives: principles and practices* (pp. 213-242). London: Facet Publishing.

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](http://www.cdncouncilarchives.ca/rad/radcomplete_july2008.pdf)

#### **WEEK 6: ARCHIVAL PROCESSING (CONT.)**

##### ***Required Readings:***

Miller, L. (2017). *Making Archives Available*. In *Archives: principles and practices* (pp. 234-263). London: Facet Publishing.

**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 7: 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 8: COLLECTIONS MANAGEMENT (CASE STUDIES)**

**Required Readings: (Choose one of the following articles)**

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

**WEEK 9: PREVENTATIVE CONSERVATION**

**Required Readings:**

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

Millar, L (2017). Preserving Archives. In *Archives: principles and practices* (pp. 145-178). London: Facet Publishing.

**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 10: REPATRIATION AND COMMUNITY ACCESS TO COLLECTIONS**

**Required Readings: (Choose two of the following articles)**

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>

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. (2016). A Case of Access: Inuvialuit Engagement with the Smithsonian's MacFarlane Collection. Retrieved from:  
<http://www.sfu.ca/ipinch/project-components/community-based-initiatives/case-access-inuvialuit-engagement-smithsonian-s-macfa/>

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 11: 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](http://www.gov.yk.ca/legislation/acts/hire_c.pdf)

**WEEK 12: MAKING ARCHIVES AND COLLECTIONS: EXHIBITIONS AND DIGITAL DISPLAYS**

**Required Readings:**

Willie (Ed.) (2014). *Standard practices handbook for museums* (pp. 327-376). Edmonton: Alberta Museums Association.

Millar, L. (2017). *Balancing access and privacy*. In *Archives: principles and practices*. (pp. 107-120). London: Facet Publishing.

**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](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](http://nmai.si.edu/sites/1/dynamic/downloads/downloads_filename_66.pdf)