School of Information Management

INFO 6800 Archives
Winter 2011 | Mondays 5:30 to 8:30

Instructor: Creighton Barrett
Office: University Archives and Special Collections, 5th Floor, Killam Memorial Library
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Course BLS site: https://ilo.owl.dal.ca/webct/logon/295263475011

COURSE DESCRIPTION

This course will introduce the student to the principles, objectives, functions, and challenges of archival work. Through class discussions and hands-on experience, it will present an overview of archival issues and practices particularly with reference to the Canadian archival experience.

COURSE PRE-REQUISITES

INFO 5515 Organization of Information

COURSE GOAL

To give students a broad understanding of the core archival functions: acquisition, accession, appraisal, arrangement and description, preservation, and access, and an appreciation for how archives fit within the wider information universe.

COURSE LEARNING OBJECTIVES

This course has five main learning objectives:

a) To provide an overview of the reasons why documentary evidence and record keeping are important;

b) To examine the various roles played by archives in an organizational setting as a key component in information management and as a repository for research;

c) To explore the differences between organizational records and personal papers and the requirements of each from an archival perspective;

d) To develop an understanding of the relationship of archives to their communities and to other repositories such as manuscript and historical centres, special collections libraries, museums, documentation centres, etc.

e) To develop an understanding of the fundamental differences between archives and libraries and the interdependence of records management and archives in managing records.

INSTRUCTIONAL METHODS

The course will be delivered through a variety of instructional methods, including seminars, assigned readings, in-class discussions, online discussions, in-class activities, and assignments.

LEARNING MATERIALS

The Course Schedule lists the required and optional readings for each week. The Course Schedule and the BLS course website contains links to some but not all of the readings. Additional readings are listed in the Bibliography.

ASSIGNMENTS

Seminar Presentation (15%) – Due dates throughout the semester

Appraisal Report (20%) – Due February 14, 2011

Finding Aid Evaluation (25%) – Due March 14, 2011

Archival Processing Project (30%) – Due April 8, 2011

Participation and In-class Exercises (10%)

Please refer to the assignment hand-outs for instructions on how to turn in each assignment.

SEMINAR PRESENTATION (15%)
Due dates throughout the semester

A sign-up sheet for presentations will be available on the BLS course site. Presentations will take the form of a 500- to 750-word essay (approx. 2-3 double spaced pages maximum), which will be read aloud in class and discussed. Detailed instructions will be posted on the BLS course website.

APPRAISAL REPORT (20%)
Due Monday February 14, 2011

Note: To complete this assignment, you will be required to sign a confidentiality agreement. Using an unprocessed collection of archival materials, conduct an archival appraisal and write an appraisal report that includes a file list of materials in the accession, an evaluation of the materials, recommendations on which materials should be discarded and which materials should be retained, and an explanation of the appraisal criteria used. Detailed instructions will be posted on the BLS course website.

FINDING AID EVALUATION (25%)
Due Monday March 14, 2011

In a paper of 1500-2000 words, compare and contrast three finding aids to the physical archival materials they describe. Detailed instructions will be posted on the BLS course website.

ARCHIVAL PROCESSING PROJECT (30%)
Due April 8, 2011

Note: To complete this assignment, you will be required to sign a confidentiality agreement. Process a small fonds of archival materials and create a 1-2 page processing report and RAD-compliant finding aid. Detailed instructions will be posted on the BLS course website.

METHOD OF EVALUATION

In general, assignments will be evaluated based on three or four equally-weighted criteria. I will provide a breakdown of your mark for each assignment. See the assignment hand-outs for a detailed explanation of the method of evaluation used for each assignment.

ASSIGNING MARKS

Marks will be provided in letter grades that conform to the School of Information Management's Grading System:

http://sim.management.dal.ca/Courses/Grading_System.php

Please feel free to consult me if you have any questions about the grading of your work.

CLASS POLICIES

Class attendance is required in all MLIS courses and is included in the participation mark. Attendance records will be kept by the instructor.

Readings must be completed for the classes in which they will be discussed. It is the student's responsibility to keep apprised of changes to the class schedule. In most cases more than two readings are assigned for classes, and students will be expected to read a minimum of two.

Announcements are usually made within the first 10 minutes of class and all students are responsible for being in class on time in order to hear them.

Participation in class discussion will be expected and should be conducted in responsible and respectful ways. At a basic level, this means regular attendance,

discerning reading of the assigned texts, and collegial interaction with your peers. In-class discussions will continue on the BLS course website. Simple attendance of every class is not enough to guarantee a passing class participation grade.

All written assignments must adhere to the Chicago Manual of Style.

No food and drink are allowed in areas where archival materials are processed, stored, and accessed.

ACCOMMODATION POLICY FOR STUDENTS

Students with permanent or temporary disabilities who would like to discuss classroom or assignment accommodations should arrange to see me as early in the term as possible.

Students may request accommodation as a result of barriers related to disability, religious obligation, or any characteristic under the Nova Scotia Human Rights Act. Students who require academic accommodation for either classroom participation or the writing of tests, quizzes and exams should make their request to the Office of Student Accessibility & Accommodation (OSAA) prior to or at the outset of each academic term (with the exception of X/Y courses). Please see www.studentaccessibility.dal.ca for more information and to obtain Form A - Request for Accommodation.

A note taker may be required to assist a classmate. There is an honourarium of $75/course/term. If you are interested, please contact OSAA at 494-2836 for more information.

Please note that your classroom may contain specialized accessible furniture and equipment. It is important that these items remain in the classroom so that students who require their usage will be able to participate in the class.

ACADEMIC INTEGRITY

In general:

The commitment of the Faculty of Management is to graduate future leaders of business, government and civil society who manage with integrity and get things done. This is a non-negotiable in our community and it starts with your first class at Dalhousie University. So when you submit any work for evaluation in this course or any other, please ensure that you are familiar with your obligations under the Faculty of Management's Academic Integrity Policies and that you understand where to go for help and advice in living up to our standards. You should be familiar with the Faculty of Management Professor and Student Contract on Academic Integrity and it is your responsibility to ask questions if there is anything you do not understand.

Dalhousie offers many ways to learn about academic writing and presentations; so that all members of the University community may acknowledge the intellectual property of others. Knowing how to find, evaluate, select, synthesize and cite information for use in assignments is called being "information literate." Information literacy is taught by Dalhousie University Librarians in classes and through online tutorials. See Researching Ethically tutorial at http://infolit.library.dal.ca/tutorials/Plagiarism/

Do not plagiarize any materials for this course. Further guidance on what constitutes plagiarism, how to avoid it, and proper methods for attributing sources, please see: http://plagiarism.dal.ca/Student%20Resources/

Please note that Dalhousie University now subscribes to Turnitin.com, a computer based service that checks for originality in submitted papers. Any paper submitted by a student at Dalhousie University may be checked for originality to confirm that the student has not plagiarized from other sources. Plagiarism is considered a very serious academic offence that may lead to loss of credit, suspension or expulsion from the University, or even the revocation of a degree. It is essential that there be correct attribution of authorities from which

facts and opinions have been derived. At Dalhousie, there are University Regulations which deal with plagiarism and, prior to submitting any paper in a course, students should read the Policy on Intellectual Honesty contained in the Calendar or on the Dalhousie web site at:

http://www.registrar.dal.ca/calendar/ug/UREG.htm#12

Furthermore, the University's Senate has affirmed the right of any instructor to require that student papers be submitted in both written and computer readable format, and to submit any paper to a check such as that performed by Turnitin.com. As a student in this class, you are to keep an electronic copy of any paper you submit, and the course instructor may require you to submit that electronic copy on demand. Copies of student papers checked by this process will be retained by Turnitin.com.

Finally:

If you suspect cheating by colleagues or lapses in standards by a professor, you may use the confidential email: ManagementIntegrity@dal.ca which is read only by the Assistant Academic Integrity Officer.

COURSE SCHEDULE

(Note: this schedule is subject to minor changes due to the availability of guest speakers and the scheduling of site visits)

Date of Class	Topics	Assignments/Notices
1: January 10	- Introduction - What is an archives and what do archivists do? - The importance of professional associations	- Scavenger hunt (in computer lab)
2: January 17	- History and development of archives - Museums, libraries, and records management	- Tour of the Dalhousie University Archives and Special Collections

Date of Class	Topics	Assignments/Notices
	Required Readings: Millar, Laura. "Discharging our debt: The evolution of the Total Archives Concept in English Canada." *Archivaria* 46 (1998): 103-146. http://journals.sfu.ca/archivar/index.php/archivaria/article/view/12677/13846. Cook, Terry. "What is Past is Prologue: A History of Archival Ideas Since 1898, and the Future Paradigm Shift," *Archivaria 43* (1997): 17-63. http://journals.sfu.ca/archivar/index.php/archivaria/article/view/12175/13184. **Optional Readings:** Jones, Matthew. "Archives and museums-threat or opportunity?" *Journal of the Society of Archivists* 18.1 (1997): 27-35. Available via EBSCO Academic Search Premier. Duchein, Michel. "The History of European archives and the Development of the Archival Profession in Europe." *American Archivist* 55.2 (1992):14-25. http://archivists.metapress.com/content/k17n44g856577888/fulltext.pdf	
3. January 24	- Acquisitions - Accessioning	- Guest speaker on donor relations - Seminar presentations
	Required Readings: Coles, Laura. "Chapter 3: Bringing Material into your Archives: Acquiring, Appraising and Accessioning." In *A Manual for Small Archives.* Vancouver: Archives Association of British Columbia, 1988. http://aabc.ca/msa/3_bringing_material_into_your_ar.htm. Ericson, Timothy L. "At the 'Rim of Creative Dissatisfaction': Archivists and Acquisition Development." *Archivaria* 33 (1991-1992): 66-77. http://journals.sfu.ca/archivar/index.php/archivaria/article/view/11799/12750. Nova Scotia Archives and Records Management (2004). *Archival Acquisition Policy.* Retrieved from http://www.gov.ns.ca/nsarm/about/policies/acquisition.pdf. Frost, Eldon. "A Weak Link in the Chain: Records Scheduling as a Source of Archival Acquisition." *Archivaria* 33 (Winter 1991-1992): 78-	

Date of Class	Topics	Assignments/Notices
	86). http://journals.sfu.ca/archivar/index.php/archivaria/article/view/11800/12751. **Optional Readings:** Roper, Michael, and Laura Millar, eds. "Section 2: Accessioning Records into the Archives." In *Managing Archives: A Procedure Manual,* 6-17. London: International Records Management Trust, 1999. http://www.irmt.org/documents/educ_training/public_sector_rec/IRMT_archive_proc.pdf. Dalhousie University University Archives and Special Collections (n.d.). *Collection Policy.* Retrieved from http://www.library.dal.ca/duasc/arcvcoll.pdf. Nova Scotia Archives and Records Management (1999). *Archival Accession Policy.* Retrieved from http://www.gov.ns.ca/nsarm/about/policies/accession.pdf.	
4: January 31	- Appraisal	- Seminar presentations
	Required Readings: Bailey, Catherine. "From the Top Down: The Practice of Macro-Appraisal." *Archivaria* 43 (1997): 89 -128. http://journals.sfu.ca/archivar/index.php/archivaria/article/view/12177/13188. Duranti, Luciana. "The Concept of Appraisal and Archival Theory." *American Archivist* 57.2 (1994): 328-344. http://archivists.metapress.com/content/pu548273j5j1p816/fulltext.pdf. Library and Archives Canada. *Appraisal Methodology: Macro-Appraisal and Functional Analysis. Part A: Concepts and Theory*, prepared by Terry Cook. Ottawa: Library and Archives Canada, 2001. http://www.collectionscanada.gc.ca/government/disposition/007007-1035-e.html. **Optional Readings:** Couture, Carol. "Archival Appraisal: A Status Report." *Archivaria* 59 (2005): 83-107. http://journals.sfu.ca/archivar/index.php/archivaria/article/view/12502/13624.	

Date of Class	Topics	Assignments/Notices
5. February 7	- Appraisal	- Seminar presentations
		- **Appraisal exercise**
	Required Readings: Eastwood, Terry. "Reflections on the Goal of Archival Appraisal in Democratic Societies." *Archivaria* 54 (2002): 59-71. http://journals.sfu.ca/archivar/index.php/archivaria/article/view/12855/14080 Heald, Carolyn. "Are we Collecting the Right Stuff?" *Archivaria* 40 (1995): 182-188. http://journals.sfu.ca/archivar/index.php/archivaria/article/view/12104/13097 Craig, Barbara L. "The Archivist as Planner and Poet: Thoughts on the Larger Issues of Appraisal for Acquisition." *Archivaria* 52 (2001): 175-183. http://journals.sfu.ca/archivar/index.php/archivaria/article/view/12820/14033 **Optional Readings:** Hobbs, Catherine. "The Character of Personal Archives: Reflections on the Value of Records of Individuals." *Archivaria* 52 (2001): 126-135. http://journals.sfu.ca/archivar/index.php/archivaria/article/view/12817/14027	
6. February 14	- Processing archival materials	- Seminar presentations
		- **Appraisal report due**
	Required Readings: Eastwood, Terry. "Putting the Parts of the Whole Together: Systematic Arrangement of Archives." *Archivaria* 50 (2000): 93-116. http://journals.sfu.ca/archivar/index.php/archivaria/article/view/12767/13959 Cook, Terry. "The Concept of the Archival Fonds: Theory, Description, and Provenance in the Post-Custodial Era." The Archival Fonds: From Theory to Practice (1992) 31-85. *Archivaria* 35 (1993): 24-37. http://journals.sfu.ca/archivar/index.php/archivaria/article/view/11882/12835 Canadian Council of Archives. *Rules for Archival Description:*	

Date of Class	Topics	Assignments/Notices
	Statement of Principles. Ottawa: Canadian Council of Archives, 2008. http://www.cdncouncilarchives.ca/RAD/RAD_Principles_July2008.pdf **Optional Readings:** Pederson, Ann. "Unlocking Hidden Treasures Through Description: Comments on Archival Voyages of Discovery." *Archivaria* 37 (1994): 47-63. http://journals.sfu.ca/archivar/index.php/archivaria/article/view/11985/12947 Canadian Council of Archives (2008). Chapter One: General Rules for Description. In *Rules for Archival Description.* Retrieved from http://www.cdncouncilarchives.ca/RAD/RAD_Chapter01_July2008.pdf	
7. February 21	- No class (Reading week)	
8. February 28	- Processing archival materials	- Seminar presentations
	Required Readings: Bearman, David A., and Richard H. Lytle. "The Power and Principle of Provenance." *Archivaria* 21 (1985-1986): 14-27. http://journals.sfu.ca/archivar/index.php/archivaria/article/view/11231/12170 Haworth, Kent. "The Development of Descriptive Standards in Canada: A Progress Report." *Archivaria* 34 (1992): 75-90. http://journals.sfu.ca/archivar/index.php/archivaria/article/view/11842/12794 Zelenyj, Dan. "Linchpin Imperilled: The Functional Interpretation of Series and the Principle of Respect des Fonds." *Archivaria* 42 (1996): 126-135. http://journals.sfu.ca/archivar/index.php/archivaria/article/view/12161/13168. **Optional Readings:** Canadian Council of Archives (2001). Chapter Three: Textual Records. In *Rules for Archival Description.* Retrieved from http://www.cdncouncilarchives.ca/RAD/RAD_Chapter03_Aug2001.pdf	
9. March 7	- Processing archival materials	- Seminar presentations

Date of Class	Topics	Assignments/Notices
		- Arrangement and description exercise
	Required Readings: Meissner, Dennis, and Mark A. Greene. "More Product, Less Process: Revamping Traditional Archival Processing." *American Archivist* 68.2 (2005): 208-263. http://archivists.metapress.com/content/c741823776k65863/fulltext.pdf . Krawczyk, Bob. "Cross Reference Heaven: The Abandonment of the Fonds as the Primary Level of Arrangement for Ontario Government Records." *Archivaria* 48 (1999): 131-153. http://journals.sfu.ca/archivar/index.php/archivaria/article/view/12720/13899.	
10. March 14	- Preservation	- Seminar presentations **- Preservation exercise** **- Finding aid evaluation due**
	Required Readings: Canada Council of Archives. *Basic conservation of archival materials*: *A guide.* Ottawa: Canadian Council of Archives, 2003. Retrieved from http://www.cdncouncilarchives.ca/public_free.html *[Chapter 1 - Getting Started and Chapter 4 – Care].* Pym, Bob. "Building Collections for All Time: The Issue of Significance." *Australian Academic & Research Libraries* 37.1 (March 2006): 61-73. http://www.alia.org.au/publishing/aarl/37.1/collection.buildings.pdf **Optional Readings:** Library of Congress. "Caring For Your Collections." Washington D.C.: Library of Congress, 2010. http://www.loc.gov/preserv/careothr.html	
11. March 21	- Reference, Outreach, Access, and Privacy	- Seminar presentations
	Required Readings: Gilbert, Jay. "Access Denied: The Access to Information Act and Its Effect on Public Records Creators." *Archivaria* 49 (Spring 2000): 84-123.	

Date of Class	Topics	Assignments/Notices
	http://journals.sfu.ca/archivar/index.php/archivaria/article/view/12740/13923 Dearstyne, Bruce W. "Archival Reference and Outreach: Toward a New Paradigm." *Reference Librarian* 26.56 (1997): 185-202. doi: 10.1300/J120v26n56_14 Weir, Christopher. "The Marketing Context. Outreach: Luxury or Necessity?" *Journal of the Society of Archivists* 25.1 (2004): 71-77. doi: 10.1080/0037981042000199160. **Optional Readings:** Cox, Richard. "The Concept of Public Memory and Its Impact on Archival Public Programming." *Archivaria* 36 (1993): 122-135. http://journals.sfu.ca/archivar/index.php/archivaria/article/view/11939/12897	
12. March 28	- Mandates and policies - Ethics	- Seminar presentations
	Required Readings: Jimerson, Randall C. "Archives for All: Professional Responsibility and Social Responsibility." *American Archivist* 70.2 (2007): 252-281. http://archivists.metapress.com/content/5n20760751v643m7/fulltext.pdf Zinn, Howard. "Secrecy, Archives, and the Public Trust." *Midwestern Archivist* 2.2 (1977):14-27. Republished online at: http://www.libr.org/progarchs/documents/Zinn_Speech_MwA_1977.html Association of Canadian Archivists. *Code of Ethics.* http://archivists.ca/content/code-ethics O'Toole, James. "Archives and Historical Accountability: Toward a Moral Theology of Archives." *Archivaria* 58 (Fall 2004): 3-20. http://journals.sfu.ca/archivar/index.php/archivaria/article/view/12476/13586 **Optional Readings:** Coles, Laura. "Chapter 1: Getting Started: Your Archival Organization." In *A Manual for Small Archives.* Vancouver: Archives Association of British Columbia, 1988. http://aabc.ca/msa/1_getting_started.htm	

Date of Class	Topics	Assignments/Notices
	International Council on Archives. *Code of Ethics.* http://www.ica.org/5555/reference-documents/ica-code-of-ethics.html	
13. April 4	- Electronic records and other emerging issues	- Seminar presentations **- Final project due (April 8, 2010)**
	Required Readings: Duranti, Luciana. "From Digital Diplomatics to Digital Records Forensics." *Archivaria* 68 (2009): 39-66. http://journals.sfu.ca/archivar/index.php/archivaria/article/view/13229/14548. Greene, Mark A. "MPLP: It's Not Just for Processing Anymore." *American Archivist* 73.1 (2010): 175-203. http://yalearchivalreadinggroup.pbworks.com/f/Greene.pdf. **Optional Readings:** Anderson, Scott, and Robert B. Allen. "Envisioning the Archival Commons." *American Archivist* 72 (2009): 383-400. http://yalearchivalreadinggroup.pbworks.com/f/archivalcommons.pdf. Swan, Alma, and Leslie Carr. "Institutions, Their Repositories, and the Web." *Serials Review* 34 (2008): 31-35. doi:10.1016/j.serrev.2007.12.006.	

READING LIST

In addition to the resources described in the following reading list, you may wish to

consult the reading list in the Academy of Certified Archivists' *Handbook for Archival*

Certification (http://www.certifiedarchivists.org/images/forms/handbook.pdf).

1. HISTORY, DEVELOPMENT, AND ROLE OF ARCHIVES

Cook, Terry. "What is Past is Prologue: A History of Archival Ideas Since 1898, and the Future Paradigm Shift." *Archivaria 43* (1997): 17-63. Accessed September 13, 2010. http://journals.sfu.ca/archivar/index.php/archivaria/article/view/12175/13184.

Craig, Barbara L. "What the Papers Say: Archives in the English-language Canadian Public Press, 1989-1994." *Archivaria* 40 (1995): 109-120. Accessed September 13, 2010. http://journals.sfu.ca/archivar/index.php/archivaria/article/view/12101/13092.

Duchein, Michel. "The History of European archives and the Development of the Archival Profession in Europe." *American Archivist* 55.2 (1992):14-25. Accessed September 13, 2010.
http://archivists.metapress.com/content/k17n44g856577888/fulltext.pdf.

Fairweather, Joan. "Secrets, Lies, and History: Experiences of a Canadian Archivist in Hungary and South Africa." *Archivaria* 50 (2000): 181-192. Accessed September 13, 2010. http://journals.sfu.ca/archivar/index.php/archivaria/article/view/12782/13975.

Harris, Verne. "Something is happening here and you don't know what it is: Jacques Derrida unplugged." *Journal of the Society of Archivists* 26.1 (2005):131-142. doi: 10.1080/00039810500047573.

Jones, Matthew. "Archives and museums-threat or opportunity?" *Journal of the Society of Archivists* 18.1 (1997): 27-35.

Millar, Laura. "Discharging our debt: The evolution of the Total Archives Concept in English Canada." *Archivaria* 46 (1998): 103-146. Accessed September 13, 2010. http://journals.sfu.ca/archivar/index.php/archivaria/article/view/12677/13846.

Millar, Laura. "The spirit of total archives: Seeking a Sustainable Archival System." *Archivaria* 47 (1999): 46-65. http://journals.sfu.ca/archivar/index.php/archivaria/article/view/12697/13871.

Nesmith, Tom, ed. *Canadian Archival Studies and the Rediscovery of Provenance.* Metuchen, N.J.: SAA/ACA, 1993.
[This reader reproduces a wide range of articles by Canadian archivists and is highly recommended.]

Ormsby, William G. "The Public Archives of Canada, 1948-1968." *Archivaria* 15 (1982-1983): 36-46. Accessed September 13, 2010.
http://journals.sfu.ca/archivar/index.php/archivaria/article/view/10967/11900.

Posner, Ernst. "Some Aspects of Archival Development Since the French Revolution." *American Archivist* 3.3 (1940): 159-172. Accessed December 28, 2010.
http://archivists.metapress.com/content/q64h3343h663402j/fulltext.pdf.

Ridener, John. *From Posner to Postmodernism: A Concise History of Archival Theory*. Duluth, Minnesota: Litwin Books, 2009.

Swift, Michael D. "The Canadian Archival Scene in the 1970s: Current Developments and Trends." *Archivaria* 15 (1982-1983): 47-57. Accessed September 13, 2010. http://journals.sfu.ca/archivar/index.php/archivaria/article/view/10968/11901.

Symons, T.H.B. "Archives and Canadian studies." *Archivaria* 15 (1982-1983): 58-69. Accessed September 13, 2010. http://journals.sfu.ca/archivar/index.php/archivaria/article/view/10969/11902.

Taylor, Hugh. "Heritage revised: Documents as Artifacts in the Context of Museums and Material Culture." *Archivaria* 40 (1995): 8-20. Accessed September 13, 2010. http://journals.sfu.ca/archivar/index.php/archivaria/article/view/12094/13078.

Wilson, Ian E. "A Noble Dream: The Origins of the Public Archives of Canada. *Archivaria* 15 (1982-1983): 16-35. Accessed September 13, 2010. Accessed September 13, 2010. http://journals.sfu.ca/archivar/index.php/archivaria/article/view/10966/11899.

2. ACQUISITIONS & ACCESSIONING

Australian Society of Archivists. "Chapter 6: Managing the Acquisition Process." In *Keeping Archives, Third Edition*, edited by Jackie Bettington, Kim Eberhard, Rowena Loo, and Clive Smith. Melbourne: The Australian Society of Archivists, 2008.

Australian Society of Archivists. "Chapter 7: Accessioning." In *Keeping Archives, Third Edition*, edited by Jackie Bettington, Kim Eberhard, Rowena Loo, and Clive Smith. Melbourne: The Australian Society of Archivists, 2008.

Canadian Council of Archives. *Building a National Acquisition Strategy: Guidelines for Acquisition Planning.* Ottawa: Canadian Council of Archives, 1995.

Coles, Laura. "Chapter 3: Bringing Material into your Archives: Acquiring, Appraising and Accessioning." In *A Manual for Small Archives.* Vancouver: Archives Association of British Columbia, 1988. Accessed September 13, 2010. http://aabc.ca/msa/3_bringing_material_into_your_ar.htm.

Cumming, Judi. "Beyond Intrinsic Value Towards the Development of Acquisition Strategies in the Private Sector: The Experience of the Manuscript Division, National Archives of Canada." *Archivaria* 38 (1994): 232-239. Accessed September 13, 2010. http://journals.sfu.ca/archivar/index.php/archivaria/article/view/12055/13026.

Ericson, Timothy L. "At the 'Rim of Creative Dissatisfaction': Archivists and Acquisition Development." *Archivaria* 33 (1991-1992): 66-77. Accessed September 13, 2010. http://journals.sfu.ca/archivar/index.php/archivaria/article/view/11799/12750.

Fisher, Robert C. "Records of Dubious Research Value: Developing and Implementing Acquisition Policy for the Records of Non-Profit Organizations at Library and Archives Canada." *Archivaria* 62 (2006): 47-75.

Frost, Eldon. "A Weak Link in the Chain: Records Scheduling as a Source of Archival Acquisition." *Archivaria* 33 (1991-1992): 78-86. Accessed September 13, 2010. http://journals.sfu.ca/archivar/index.php/archivaria/article/view/11800/12751

Johnston, Ian. "Whose History is it Anyway?" *Journal of the Society of Archivists* 22.2 (2001): 213-229.

Mason, Karen M., and Tanya Zanish-Belcher. "A Room of One's Own: Women's Archives in the Year 2000." *Archival Issues* 24.1 (1999): 37-54.

Roper, Michael, and Laura Millar, eds. "Section 2: Accessioning Records into the Archives." In *Managing Archives: A Procedure Manual,* 6-17. London: International Records Management Trust, 1999. Accessed September 13, 2010. http://www.irmt.org/documents/educ_training/public_sector_rec/IRMT_archive_proc.pdf

Samuels, Helen Willa. "Who Controls the Past?" *American Archivist* 49.2 (1986): 109-124. Accessed September 13, 2010. http://archivists.metapress.com/content/t76m2130txw40746/fulltext.pdf

Smith, Wilfred. "Total Archives: The Canadian Experience." In *Canadian Archival Studies and the Rediscovery of Provenance*, edited by Tom Nesmith. Metuchen, N.J.: SAA/ACA, 1993.

Swain, Ellen D. "Connecting Students of the Present, Past, and Future: An Activist Approach to the Collection and Use of Student Documents in the University Archives." *Journal of Archival Organization* 2.1 (2004): 39-53.

3. MONETARY APPRAISAL

Canadian Heritage. "Canadian Cultural Property Export Review Board Web Site." Accessed September 13, 2010. http://www.pch.gc.ca/pgm/bcm-mcp/cebc-cperb/index-eng.cfm

Cook, Terry. "Bucks for your Bytes: Monetary Appraisal for Tax Credit of Private-Sector Electronic Database Records." *Archivaria* 62 (2006): 121-125.

Hanson, S.D. *The Monetary Appraisal of Archival Documents in Canada.* Ottawa: Bureau of Canadian Archivists, 1992.

Walden, David. "The Tax Credit System: Blessing or Burden?" *Archivaria* 18 (1984): 84-90. Accessed September 13, 2010. http://journals.sfu.ca/archivar/index.php/archivaria/article/view/11080/12016

Walden, David. "Stretching the Dollar: Monetary Appraisal of Manuscripts." *Archivaria* 11 (1981-1982): 101-113. Accessed September 13, 2010. http://journals.sfu.ca/archivar/index.php/archivaria/article/view/10841/11754.

4. APPRAISAL

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9. THE PROFESSION

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10. ELECTRONIC RESOURCES AND PROFESSIONAL ASSOCIATION WEBSITES

Archives Canada [union database of archival descriptions from archives across Canada] - http://www.archivescanada.ca/english/index.html.

Association of Canadian Archivists - http://archivists.ca.

e-Archivaria - http://journals.sfu.ca/archivar/index.php/archivaria.

 Canadian Conservation Institute - http://www.cci-icc.gc.ca/.

Canadian Council of Archives - http://www.cdncouncilarchives.ca.

Canada Council of Archives Free Publications - http://www.cdncouncilarchives.ca/public_free.html.

Rules for Archival Description (RAD) - http://www.cdncouncilarchives.ca/archdesrules.html.

International Council on Archives - http://www.ica.org.

Society of American Archivists - http://www.archivists.org/.

Society of Archivists [British professional association] - http://www.archives.org.uk.

UNESCO Archives Portal - http://portal.unesco.org/ci/en/ev.php-URL_ID=5761&URL_DO=DO_TOPIC&URL_SECTION=201.html

The University of Pittsburgh also has an extensive listing of archival, records management, and related resources on the web. The URL for that site is http://www.sis.pitt.edu/~dlis/academics/specializations/archives/links.html.

11. EMAIL LISTS

"Arcan-L" email list for Canadian archivists - http://www.mailman.srv.ualberta.ca/mailman/listinfo/arcan-l.

"Archives and Archivists" email list run by the Society of American Archivists - http://www.archivists.org/listservs/arch_listserv_terms.asp.

"AMIA-L" email list run by the Association of Moving Image Archivists - http://www.amianet.org/amial/amial.html.

"CNSA-L" email list run by the Council of Nova Scotia Archives - CNSA members only; student membership available: see http://www.councilofnsarchives.ca/members/joincnsa.htm.