

**NEW YORK UNIVERSITY**

**Graduate School of Arts and Sciences**

## **Advanced Archival Description**

**G57:2031**

**Fall 2010**

**Wednesday, 5:00 to 7:35 pm**

**KJC Room XXX**

**Bobst Library PC Computer Lab B-Level**

**Instructor: Thomas J. Frusciano**

### **Course Overview**

This course is designed to provide students with an understanding of advanced archival descriptive theory and practice. It focuses on the use of standards adopted by the international archival community for the purpose of creating and exchanging data concerning historical records. Particular emphases will be devoted to issues surrounding the historical development and use of the MARC format for Archival and Mixed Collections (AMC) and move along to the development and implementation of the Encoded Archival Description (EAD), including an examination of the administrative and technical issues involved in the use of EAD as a descriptive standard. We will also center our attention on the Encoded Archival Context—Corporate Bodies, Persons, and Families (EAC-CPF), a new standard for creating and sharing information on records creators. Many repositories have implemented collection management systems to establish controls for their collections. We will focus on one particular system—the Archivist Toolkit and demonstrate its utility for the descriptive life-cycle of records and collections. We will also explore the world of digital library development, including the creation of object metadata, and how that impacts our archival descriptive practice. Specific emphasis will be placed on the issues and concerns surrounding the development of digital projects and collections in our repositories. Finally, we will examine the potential impact of Institutional Repositories (IR) in our efforts to preserve and provide access to "born-digital" records created by institutions and individuals, and also the potential of Web 2.0 technologies and social networking in archival description.

### **Course Requirements**

Students enrolled in this course are required to read selections in the archival literature devoted to both theoretical and practical concerns of archival description. There will be a series of short assignments to engage you in this literature. In addition, each student will also create archival cataloging (AMC) records and EAD finding aids for selected historical

collections.

## **Basis of Evaluation of Student Performance**

**(1) Response papers.** Two short essays (ca. 5 pages each) on the assigned readings on archival processing and description. The major focus of the two essays is to incorporate your particular reaction to the issues, problems, and solutions offered in the literature. **Due on September 29.**

**(2) AMC records.** Each student will produce archival/bibliographic records using the MARC AMC format. These records will be constructed from archival finding aids and will incorporate authorized names and subject headings to facilitate efficient searching. **These records will be created in class on October 6 and completed and handed in by October 20.**

**(3) EAD finding aids.** Each student will be provided with a completed finding aid that you will mark up in EAD using an XML authoring software program. The completed and validated finding aid will be transformed to html for delivery on the web by using an XSL stylesheet and transformation program. We will also create finding aids using the Archivist Toolkit, based on the description life cycle of a collection (accessioning, processing and preliminary finding aid to completed EAD finding aid). **Finding aids will be marked up during class on October 27 and November 3, with final versions completed by November 17. Archivist Toolkit finding aids are to be completed by December 8.**

**(4) Final reaction paper.** Each student will write and submit a final paper summarizing the main issues that we discussed throughout the semester and the impact on the archival profession. **Papers due December 15.**

## **Required Reading**

Kathleen D. Roe, *Arranging and Describing Archives & Manuscripts* (Society of American Archivists, 2005)

*Describing Archives: A Content Standard* (Society of American Archivists, 2004)

Articles assigned each week, available as either links to the source or pdf files on this syllabus.

*Arranging and Describing Archives & Manuscripts* and *Describing Archives* can be ordered from the Society of American Archivists at a discounted rate for members (you are urged to join as a student member). HYPERLINK "http://www.archivists.org/" <http://www.archivists.org/> Journal articles assigned throughout the course will be available as pdf files on our Blackboard course site. They are also available in the journal collections within Bobst Library (check for e-journals). Other sources will be distributed in class.

## **Suggested Websites**

The following websites will be useful references throughout the course:

**Archival Cataloging (AMC):**

Library of Congress HYPERLINK "<http://lcweb.loc.gov/marc/>" <http://lcweb.loc.gov/marc/>  
Library of Congress Authorities -- HYPERLINK "<http://authorities.loc.gov/>" <http://authorities.loc.gov/>

### **Encoded Archival Description (EAD):**

EAD Tag Library, available at: HYPERLINK "<http://lcweb.loc.gov/ead/tglib/>" <http://lcweb.loc.gov/ead/tglib/>

EAD Application Guidelines, available at: HYPERLINK "<http://lcweb.loc.gov/ead/ag/aghome.html>" <http://lcweb.loc.gov/ead/ag/aghome.html>

The Official EAD Website at the Library of Congress -- HYPERLINK "<http://lcweb.loc.gov/ead/>" <http://lcweb.loc.gov/ead/>

The EAD Help Pages maintained by the Society of American Archivists -- HYPERLINK "<http://www.archivists.org/saagroups/ead/>" <http://www.archivists.org/saagroups/ead/>

### **Encoded Archival Context—Corporate Bodies, Persons, and Families (EAC-CPF):**

EAC-CPF (Encoded Archival Context-Corporate Bodies, Persons, and Families) -- HYPERLINK "<http://eac.staatsbibliothek-berlin.de/>" <http://eac.staatsbibliothek-berlin.de/>

The Social Networks and Archival Context (SNAC) Project -- HYPERLINK "<http://socialarchive.iath.virginia.edu/>" <http://socialarchive.iath.virginia.edu/>

### **International Descriptive Standards:**

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

International Standard Archival Description General (ISAD (G)) -- HYPERLINK "<http://www.ica.org/en/node/30000>" <http://www.ica.org/en/node/30000>

International Standard Archival Authority Record for Corporate Bodies, Persons, and Families (2<sup>nd</sup> Edition) -- HYPERLINK "<http://www.ica.org/en/node/30230>" <http://www.ica.org/en/node/30230>

International Standard for Describing Functions -- HYPERLINK "<http://www.ica.org/en/node/38665>" <http://www.ica.org/en/node/38665>

International Standard for Describing Institutions with Archival Holdings -- HYPERLINK "<http://www.ica.org/en/node/38884>" <http://www.ica.org/en/node/38884>

## Class Schedule and Reading Assignments

### September 8            **Introduction to Advanced Archival Description and Descriptive Standards**

This session will serve as an introduction to the course and provide some historical context to the world of archival description. The move toward descriptive standards and adoption of those standards will be explored within the context of traditional descriptive practices.

### September 15        **Archival Processing: Implications for Arrangement and Description**

With the publication of Greene and Meissner's "More Product, Less Product" (2005), archivists have re-examined their approach and level of processing historical collections. In this session we will examine the pros and cons of MPLP, and its impact on archival descriptive practice. We will also discuss recent literature that explores issues of authenticity, accountability, and evidence in archival description.

#### **Readings:**

#### **MPLP**

Mark A. Greene and Dennis Meissner, "More Product, Less Process: Revamping Traditional Archival Processing," *The American Archivist*, Vol. 68 (Fall/Winter 2005): 208-263.

Christine Weideman, "Accessioning as Processing," *The American Archivist*, Vol. 69 (Fall/Winter 2006): 274-283.

Donna E. McCrea, "Getting More for Less: Testing a New Processing Model at the University of Montana," *The American Archivist*, Vol. 69 (Fall/Winter 2006): 284-290.

Carl Van Ness, "Much Ado about Paper Clips: 'More Product, Less Process' and the Modern Manuscript Repository," *The American Archivist*, Vol. 73 (Spring/Summer 2010): 129-145.

Mark A. Greene, "MPLP: It's Not Just for Processing Anymore," *The American Archivist*, Vol. 73 (Spring/Summer 2010): 175-203.

Robert S. Cox, "Maximal Processing, or, Archivist on a Pale Horse," *Journal of Archival Organization*, Vol. 8, No. 2 (2010): forthcoming.

## **Authenticity, Accountability, and Evidence in Archival Description**

Heather MacNeil, "Picking Our Text: Archival Description, Authenticity, and the Archivist as Editor," *The American Archivist*, Vol. 68 (Fall/Winter 2005): 264-278.

Laura Millar, "An Obligation of Trust: Speculations on Accountability and Description," *The American Archivist*, Vol. 69 (Spring/Summer 2006): 60-78.

Jennifer Meehan, "Making the Leap from Parts to Whole: Evidence and Inference in Archival Arrangement and Description," *The American Archivist*, Vol. 72 (Spring/Summer 2009): 72-90.

Heather MacNeil, "Trusting Description: Authenticity, Accountability, and Archival Description Standards," *Journal of Archival Organization*, Vol. 7, No. 3 (2009): 89-107.

Jenn Riley and Kelcy Shepherd, "A Brave New World: Archivists and Shareable Descriptive Metadata," *The American Archivist*, Vol. 72 (Spring/Summer 2009): 91-112.

### **Assignment: Response Paper**

Based on your reading for the past two weeks, each student will prepare two separate essays (ca. 5 pages) on the issues identified regarding 1) the effects of MPLP on processing and description; and 2) authenticity, accountability, and evidence in archival description. These essays should highlight the main themes discussed in the literature, comparing and contrasting viewpoints expressed by the authors. The focus of the paper should be your reaction to these issues. How important are they? What questions do they raise for archivists and users of archives? **Papers due September 29.**

**September 22**

### **Archival Description: A Review of Essential Components**

This session will continue our discussion and review of archival description, including a critical examination of traditional descriptive tools created by archivists and manuscript curators, specifically the finding aid, and the move toward the development of AMC and EAD.

### **Readings:**

Kathleen D. Roe, *Arranging and Describing Archives & Manuscripts* (Chicago: Society of American Archivists, 2005),

chapters 1-4.

Society of American Archivists, *Describing Archives: A Content Standard* (Chicago, 2004), pp. v-xxi.

Michelle Light and Tom Hyry, "Colophons and Annotations: New Directions for the Finding Aid," *The American Archivist*, Vol. 65, No. 2 (Fall/Winter 2002): 216-230.

Richard J. Cox, "Revisiting the Archival Finding Aid," *Journal of Archival Organization*, Vol. 5, No. 4 (2007): 5-32.

Michael Rush, Lynn Holdzkom, Prudence Backman, Daniel A. Santamaria, and Andrea Leigh, "Applying DACS to Finding Aids: Case Studies from Three Diverse Repositories," *The American Archivist*, Vol. 71 (Spring/Summer 2008): 210-227.

Anne J. Gilliland, "Setting the Stage," in *Introduction to Metadata 3.0*. The Getty Research Institute, 2008.

Jennifer Schaffner, *The Metadata Is the Interface: Better Description for Better Discovery of Archives and Special Collections*. Report produced by OCLC Research, 2009.

## **September 29 Conventions**

### **The AMC Format: Communications Vehicle and Cataloging**

This session will serve as an introduction to archival cataloging, centering on the development and use of the MARC Archives and Mixed Materials (AMC) format. We will explore the structure of AMC in detail, with emphasis on fixed and variable length fields, data content and data values, and discuss cataloging conventions used to create AMC records. Archivists and curators must "play by the rules" in order to create both bibliographic records and online finding aids for their historical collections. We will examine several cataloging conventions used to "standardize descriptive practice" while allowing flexibility for cataloging unique materials. These include the Anglo-American Cataloging Rules, 2nd ed. (AACR2); *Archives, Personal Papers, and Manuscript Collection: A Cataloging Manual for Archival Repositories, Historical Societies, and Manuscript Libraries* (APPM); the Library of Congress Name and LC Subject Authorities (NAF, SAF); Library of Congress Subject Headings (LCSH); the Art and Architecture Thesaurus (AAT), and *Describing Archives: A Content Standard* (DACS).

We will be consulting the MARC Standards website maintained by the Library of Congress HYPERLINK "<http://lcweb.loc.gov/marc/>" <http://lcweb.loc.gov/marc/> to explore the specific elements (fields, subfields, and indicators) for AMC cataloging.

### **Readings:**

Robert P. Spindler and Richard Pearce-Moses, "Does AMC Mean 'Archives Made Confusing?': Patron Understanding of USMARC AMC Catalog Records," *American Archivist*, Vol. 56, No. 2 (Spring 1993): 330-341.

Rita L. H. Czeck, "Archival MARC Records and Finding Aids in the Context of End-User Subject Access to Archival Collections," *American Archivist*, Vol. 61, No. 2 (Fall 1998): 426-440.

Patricia Harpring, *Introduction to Controlled Vocabularies: Terminology for Art, Architecture, and Other Cultural Works*. Los Angeles: The Getty Research Institute, 2010.

Avra Michelson, "Description and Reference in the Age of Automation," *American Archivist*, Vol. 50, No. 2 (Spring 1987), 192-209.

Claire Gabriel, "Subject Access to Archives and Manuscript Collections: An Historical Overview," *Journal of Archival Organization*, Vol. 1, No. 4 (2002), pp. 53-63.

Elizabeth Cox and Leslie Czechowski, "Subject Access Points in the MARC Record and Archival Finding Aid: Enough or Too Many?," *Journal of Archival Organization*, Vol. 5, No. 4 (2008): 51-59.

## **October 6**

### **Creating AMC records**

This session will serve to review the components of a bibliographic record by examining examples of archival finding aids handed out in class. We will attempt to solve conflicts in choices of headings, and suggest appropriate data elements to include in these records.

Sample records and an AMC template will be distributed in class to facilitate our creating AMC records. **Completed AMC records will be due on October 20.**

### **Readings:**

*Describing Archives: A Content Standard*, pp. 85-197. We will

**October 13  
Structure**

incorporate these sections and chapters of *DACS* in our class discussion and record creation. We will also search the Library of Congress Name and Subject Authority Files (NAF and SAF) and ArchivesGrid (OCLC) to assist our selection of appropriate terms.

**Encoded Archival Description (EAD): Theory, Context, and**

This session will begin our exploration of the Encoded Archival Description (EAD), with particular emphasis on the theory and context for its development, the benefits of creating a specific Document Type Definition (DTD) in SGML/XML, and the actual structure of EAD.

**Readings:**

Daniel V. Pitti, "Encoded Archival Description: The Development of an Encoding Standard for Archival Finding Aids," *American Archivist*, Vol. 60 (Summer 1997): 268-283.

Alexander C. Thurman, "Metadata Standards for Archival Control: An Introduction to EAD and EAC," *Cataloging and Classification Quarterly*, Vol. 40, No. 3-4 (2005): 183-212.

Steven L. Hensen, "Archival Cataloging and the Internet: The Implication and Impact of EAD," in *Encoded Archival Description on the Internet* (Binghamton, N.Y.: The Haworth Information Press, 2001), 75-95.

Dennis Meissner, "First Things First: Reengineering Finding Aids for Implementation of EAD," *American Archivist*, Vol. 60 (Fall 1997): 372-387.

Clay Redding, "Reengineering Finding Aids Revisited: Current Archival Descriptive Practice and Its Effect on EAD Implementation," *Journal of Archival Organization*, Vol. 1, No. 3 (2002): 35-50.

James M. Roth, "Serving up EAD: An Exploratory Study on the Deployment and Utilization of Encoded Archival Description Finding Aids," *American Archivist*, Vol. 64, No. 2 (Fall/Winter 2001): 214-237.

Michele Combs, Mark A. Matienzo, Merrilee Proffitt, and Lisa Spiro, *Over, Under, Around, and Through: Getting Around Barrier to EAD Implementation*. Report produced by OCLC Research, 2010.

October 20

## EAD as a Reference Tool

While generally receiving strong support from the archival community, EAD has its critics. During this session we will explore the strengths and weaknesses of EAD as a viable reference tool, with particular focus on design, terminology, navigation, and searching capabilities. We will also continue marking up finding aids and address individuals' questions and concerns.

### Readings:

Kathleen Feeney, "Retrieval of Archival Finding Aids Using World-Wide-Web Search Engines," *American Archivist* 62 (Fall 1999): 206-228.

Helen R. Tibbo and Lokman I. Meho. "Finding Finding Aids on the World Wide Web," *American Archivist* 64:1 (Spring/Summer 2001): 61-77.

Anne J. Gilliland-Swetland, "Popularizing the Finding Aid: Exploiting EAD to Enhance Online Discovery and Retrieval in Archival Information Systems by Diverse User Groups," in *Encoded Archival Description on the Internet* (Binghamton, N.Y.: The Haworth Information Press, 2001): 199-225.

Richard Szary, "Encoded Finding Aids as a Transforming Technology in Archival Reference Service," in *Encoded Archival Description on the Internet* (Binghamton, N.Y.: The Haworth Information Press, 2001), 187-197.

Elizabeth Yakel, "Encoded Archival Description: Are Finding Aids Boundary Spanners or Barriers for Users?" *Journal of Archival Organization* Vol. 2, Nos. 1/2 (2004): 63-77.

Matthew Eidson, "Describing Anything That Walks: The Problem Behind the Problem of EAD," *Journal of Archival Organization*, Vol. 1, No. 4 (2002): 5-28.

Jihyun Kim, "EAD Encoding and Display: A Content Analysis," *Journal of Archival Organization*, Vol. 2, No. 3 (2004): 41-55.

October 27

### **Marking Up Finding Aids in EAD**

During this session we will create EAD finding aids. We will examine several "Best Practice Guidelines" that have guided various EAD implementations

#### **Readings:**

Michael Fox, *The EAD Cookbook*, 2002 Edition, available at:  
HYPERLINK "http://www.archivists.org/saagroups/ead/tools.html"  
<http://www.archivists.org/saagroups/ead/tools.html>

**Please bring a copy of the *Cookbook* to class.**

Christopher Prom, "The EAD Cookbook: A Survey and Usability Study," *American Archivist* Vol. 65, No. 2 (Fall/Winter 2002): 257-275.

#### ***Best Practice Guidelines:***

RLG EAD Advisory Group. *RLG Best Practice Guidelines for Encoded Archival Description*.

HYPERLINK "http://www.oclc.org/programs/ourwork/past/ead/bpg.pdf" <http://www.oclc.org/programs/ourwork/past/ead/bpg.pdf>

OAC Best Practice Guidelines for EAD

HYPERLINK "http://www.cdlib.org/services/dsc/contribute/docs/oacbpgead\_v2-0.pdf" [http://www.cdlib.org/services/dsc/contribute/docs/oacbpgead\\_v2-0.pdf](http://www.cdlib.org/services/dsc/contribute/docs/oacbpgead_v2-0.pdf)

EAD Overview for Encoding Finding Aids at Rutgers

November 3

### **EAD Markup II**

We will continue marking up our finding aids in EAD during class and address all specific issues, questions, and concerns. We will also devote our attention to the development of stylesheets for delivering EAD finding aids over the World Wide Web. We will discuss XSLT encoding protocols, develop a prototype stylesheet for EAD, and examine those available in the *EAD Cookbook*. The stylesheets will enable us to transform the EAD-XML file into an html document for accessibility on the Web.

**Completed EAD finding aids will be due November 17.**

**Readings:**

Michael Fox, *The EAD Cookbook*, 2002 Edition, Section 5: "Publishing Tools," pp. 27-50, available at: [HYPERLINK "http://www.archivists.org/saagroups/ead/tools.html"](http://www.archivists.org/saagroups/ead/tools.html) <http://www.archivists.org/saagroups/ead/tools.html>

**November 10  
Families****Encoded Archival Context—Corporate Bodies, Persons, and Families**

This session will provide an opportunity to explore some new developments in the area of archival description, specifically the development of the Encoded Archival Context—Corporate Bodies, Persons, and Families (EAC-CPF) to record and share information on records creators and Encoded Archival Guide (EAG) for sharing information on archival holdings.

**Readings:**

David Bearman and Richard H. Lytle, "The Power of the Principle of Provenance," *Archivaria* 21 (Winter 1985-86), 14-27.

Max J. Evans, "Authority Control: An Alternative to the Record Group Concept," *American Archivist*, Vol. 49, No. 3 (Summer 1986), 249-262.

Daniel V. Pitti, "Technology and the Transformation of Archival Description," *Encoding Across Frontiers: Proceedings of the European Conference on Encoded Archival Description and Context (EAD and EAC), Paris, France, 7-8 October 2004*, edited by Bill Stocking and Fabienne Queyroux (New York: Haworth Information Press, 2005). Co-published simultaneously as the *Journal of Archival Organization*, Vol. 3, Nos. 2/3 (2005): 9-22.

Richard V. Szary, "Encoded Archival Context (EAC) and Archival Description: Rationale and Background," *Encoding Across Frontiers*, 217-227.

Per-Gunnar Ottosson, "EAC and the Development of National and European Gateways to Archives," *Encoding Across Frontiers*,

261-274.

Adrian Cunningham, "Harnessing the Power of Provenance in Archival Description: An Australian Perspective on the Development of the Second Edition of *ISSAR(CPF)*," in *Respect for Authority: Authority Control, Context Control, and Archival Description*, edited by Jean Dryden (New York: Haworth Information Press, 2007). Co-published simultaneously as the *Journal of Archival Organization*, Vol. 5, Nos. 1/2 (2007): 15-31.

Larry Weimer, "Pathways to Provenance: *DACS* and Creator Descriptions," in *Respect for Authority*: 33-48.

Michelle Light, "Moving Beyond the Name: Defining Corporate Entities to Support Provenance-Based Access," in *Respect for Authority*: 49-74.

### **Suggested Websites:**

International Standard Archival Authority Record for Corporate Bodies, Persons, and Families (2<sup>nd</sup> Edition) -- HYPERLINK "<http://www.ica.org/en/node/30230>" <http://www.ica.org/en/node/30230>

EAC-CPF (Encoded Archival Context-Corporate Bodies, Persons, and Families) -- HYPERLINK "<http://eac.staatsbibliothek-berlin.de/>" <http://eac.staatsbibliothek-berlin.de/>

The Social Networks and Archival Context (SNAC) Project -- HYPERLINK "<http://socialarchive.iath.virginia.edu/>" <http://socialarchive.iath.virginia.edu/>

LEADERS Homepage: HYPERLINK "<http://www.ucl.ac.uk/leaders-project/>" and LEADERS' Toolkit: HYPERLINK "<http://leaders.sourceforge.net/>"

Archives of Ontario Website: HYPERLINK "[http://ao.minisisinc.com/scripts/mwimain.dll?get&file=\[ARCHON\]search.htm](http://ao.minisisinc.com/scripts/mwimain.dll?get&file=%5bARCHON%5dsearch.htm)"

Encyclopedia of Australian Science— HYPERLINK "<http://www.eoas.info/>"

This session will explore the use of collection management software to record data and manage collections from the point of accessioning through the production of finding aids and cataloging records. We will focus on the Archivists Toolkit as it is utilized in the Rutgers University Archives to demonstrate its utility in managing collection data. A sample scenario will be presented to follow the process of data entry from acquisition and accessioning to finding aid creation.

**Readings:**

Archivist Toolkit Website: HYPERLINK "http://www.archiviststoolkit.org/" <http://www.archiviststoolkit.org>

Lisa Spiro, *Archival Management Software: A Report for the Council on Library and Information Resources* ( HYPERLINK "http://clir.org/pubs/reports/spiro2009.html" <http://clir.org/pubs/reports/spiro2009.html>)

**December 1**

**Archivists Toolkit (continued)**

In this session each student will be provided with an accession record and preliminary finding aid for a record series or collection in the University Archives and will enter that data into the Archivists Toolkit.

**Completed finding aids in the Archivists Toolkit are due by December 8.**

**December 8  
Projects**

**Digital Library Standards, Digital Collections, and Digital**

While archivists have adopted AMC and EAD as structure standards, and now DACS as a content standard, the digital library world has developed other metadata standards that foster accessibility and interoperability of electronic resources. How do these fit into the world of archival description? In this session we will examine the various digital library standards that exist, including Dublin Core (DC), the Metadata Encoding and Transmission Standard (METS), the Metadata Object Description Schema (MODS), the Text Encoding Initiative (TEI), and the Open Archives Initiative Protocol for Metadata Harvesting (OAI-PMH). In addition to providing online access to metadata on our historical collections, many repositories are also providing access to collections of digital objects or are constructing digital projects

around certain subjects or historical themes. This session will explore this work and the issues that surround these developments.

**Readings:**

Christopher Prom, "Does EAD Play Well with Other Metadata Standards? Searching and Retrieving EAD Using the OAI Protocols," *Journal of Archival Organization*, Vol. 1, No. 3 (2002): 51-72.

Bradley Westbrook, "Prospecting Virtual Collections," *Journal of Archival Organization* Vol.1, No. 1, (2002), 73-80.

William E. Landis, "Nuts and Bolts: Implementing Descriptive Standards to Enable Virtual Collections," *Journal of Archival Organization* Vol.1, No. 1, (2002), 81-92.

Robin L. Chandler, "Building Digital Collections at the OAC: Current Strategies with a View to Future Users," *Journal of Archival Organization* Vol.1, No. 1, (2002), 93-103.

Kathleen Fear, "User Understanding of Metadata in Digital Image Collections: Or, What Exactly Do You Mean by 'Coverage'?", *The American Archivist*, Vol. 73 (Spring/Summer 2010): 26-60.

**Suggested websites (please review each one):**

Dublin Core: HYPERLINK "http://dublincore.org/" <http://dublincore.org/>

METS: HYPERLINK "http://www.loc.gov/standards/mets/" <http://www.loc.gov/standards/mets/>

MODS: HYPERLINK "http://www.loc.gov/standards/mods/" <http://www.loc.gov/standards/mods/>

TEI: HYPERLINK "http://www.tei-c.org/" <http://www.tei-c.org/>

OAI: HYPERLINK "http://www.openarchives.org/" <http://www.openarchives.org/>

RUCore (Rutgers Community Repository): HYPERLINK "http://rucore.libraries.rutgers.edu/" <http://rucore.libraries.rutgers.edu/>

**December 15**

**Institutional Repositories, Web 2.0, and Archival Description**

Our final session will explore the issues, problems and concerns raised during the course of the semester. We will briefly examine the impact of Institutional Repositories on archival descriptive, particularly from an academic and research library perspective and

examine the potential of Web 2.0 technologies and social networking on archival descriptive practice.

**Readings:**

Elizabeth Yakel, Soo Young Riech, Beth St. Jean, Karen Markey, and Jihyun Kim, "Institutional Repositories and the Institutional Repository: College and University Archives and Special Collections in an Era of Change," *The American Archivist*, Vol. 71 (Fall/Winter 2008): 323-349.

Magia Ghetu Krause and Elizabeth Yakel, "Interaction in Virtual Archives: The Polar Bear Expedition Digital Collections Next Generation Finding Aid," *The American Archivist*, Vol. 70 (Fall/Winter 2007): 282-314.

Mary Samouelian, "Embracing Web 2.0: Archives and the Newest Generation of Web Applications," *The American Archivist*, Vol. 72 (Spring/Summer 2009): 42-71.

**Final course reaction paper due on December 15.**

**ALL WORK MUST BE HANDED IN BY DECEMBER 15!**

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