<p align="center">==Draft Syllabus==</p>

==Note==: A finalized syllabus will be uploaded before class begins. I am currently finalizing the syllabus, but wanted to provide an idea of what to expect for this course. ***__Anything outlined in this document is subject to change__***.

Archival Enterprise I will be a lecture-based course with opportunity for discussion as well as hand-on assignments. It will include activities such as (1) learning the basics of archival history, theory and practice; (2) learn how to process an archival collection; (3) getting 'real world' experience in a local archive; (4) discuss the legal, ethical and social implications of archives; (4) the challenges experienced in both physical and digital archives.

Feel free to reach out with any questions. Thanks!

INF 389R: Introduction to Archival Enterprise I, Spring 2025
Unique No.: 28565

Instructor: Sarah Holleman
Email: sjholleman3@gmail.com
Office Hours: By Appointment [Zoom]
Course Meeting Time: Thursdays, 9:30 am – 12:30 pm

Course Description
An introduction to the principles and practice of appraisal, acquisition, preservation, reference service, and administration of institutional and collected archives and of archival repositories.

Required Text
Archival Arrangement and Description, edited by Christopher J. Prom and Thomas J. Frusciano (Society of American Archivists, 2013)

Putting Descriptive Standards to Work, edited by Kris Kiesling and Christopher J. Prom (Society of American Archivists, 2017)

Photographs: Archival Care and Management by Mary Lynn Ritzenthaler & Diane Vogt-O'Connor (Society of American Archivists, 2006)

Describing Archives: A Content Standard – *2019.0.3* (Society of American Archivists, 2020)

Assignments
- Processing a full collection at a local archive (due throughout the semester)
- Creating an EAD finding aid