

Valdosta State University
Master of Library and Information Science
MLIS 7999: Papers & Manuscripts
Summer 2011
Three Credit Hours

Instructor

Dr. Bill Meehan

MLIS Program

E-mail: wfmeehan@valdosta.edu

Office Hours: By appointment face-to-face, phone, or Skype

Description

A foundation in the principles and practices of personal papers and literary manuscripts librarianship. Topics include acquisitions and collection development, collecting and curatorship, digitization, professional competencies, public service and outreach, preservation, legal and ethical concerns, and issues and trends.

Learning Outcomes

Students will

- Explain concepts of personal papers and literary manuscripts librarianship
- Define key terminology in personal papers and literary manuscripts librarianship
- Discuss major topics in personal papers and literary manuscripts librarianship
- Apply principles of archival appraisal
- Interpret key sources in the professional literature
- Describe noteworthy items on the market sold at auction

Required Materials

Textbooks

Henry James (author). Adrian Poole (editor). *The Aspern Papers and Other Stories*. (Oxford World's Classics). Oxford University Press, 2009. ISBN: 9780199538553

Joseph L. Sax. *Playing Darts with a Rembrandt: Public and Private Rights in Cultural Treasures*. University of Michigan Press, 2001. ISBN: 0472087843

Glossary

Frank B. Evans, Donald F. Harrison, and Edwin A. Thompson. William L. Rofes (Eds.). "A Basic Glossary for Archivists, Manuscripts Curators, and Record Managers." *American Archivist*, 37.3 (July 1974): 415-433. Course reserves

Online Glossary

<http://www.archivists.org/glossary/list.asp>

Periodical

Ian McKay. Sold@Auction [Column]. <http://www.finebooksmagazine.com/>

Hardware



Headphones with attached microphone for use with Live Classroom software.

Graded Activities

Assignments

Auction Report	15%	Due: June 20
Appraisal Exercise	30%	Due: July 11
Annotated Bibliography	45%	Due: July 28

Participation

Following instructions/guidelines 10%

Assignment Synopses

- **Auction Report:** A short report describing personal papers and literary manuscripts recently sold at auction
- **Appraisal Exercise:** An evaluation of material that is part of a donation to a university library
- **Annotated Bibliography:** A descriptive-evaluative annotation of key, current sources for a topic in personal papers and literary manuscripts librarianship

Late Assignments

Late assignments will be accepted according to the following points deduction schedule: -10 points for any part of a 24-hour period; e.g., an assignment submitted 5 minutes late loses 10 points, one submitted 24 hours and 2 minutes late loses 20 points, and so on. Any request for a due date extension is to be handled over the phone with the instructor.

Grading

Assignments receive a numerical score, plus a letter grade that is recorded and used to calculate the final grade. See the final grade grid on the course homepage in BlazeView.

General Grade Scale

A = excellent work, among the best work seen at the graduate level

B = satisfactory work, better than average work at the graduate level

C = honest attempt, needs moderate to major revisions to be satisfactory

D = perfunctory or missing work

Points Grade Scale

A=93-100

B=85-92

C=77-84

D=69-76

F=Below 69

Final Grade Scale

A = always satisfactory, often excellent

B = mostly satisfactory, occasionally excellent

C = sometimes satisfactory, often needs revisions

D = rarely satisfactory, often perfunctory, late or missing

F = lacking even an attempt to learn or do, dishonesty, plagiarism.

Communicating with the Professor

See “Communicating with the Professor” on the course homepage.

Academic Honesty

"Valdosta State University expects that graduate students will pursue their academic endeavors and conduct themselves in a professional and ethical manner. All work that a student presents to satisfy course requirements should represent his or her own efforts, including appropriate use and acknowledgement of external sources." Specific regulations related to student conduct and behavior are contained in the *Student Handbook, Student Code of Ethics*. The full policy is here:

<http://www.valdosta.edu/academic/AcademicHonestyPoliciesandProcedures.shtml>.

Distance Learning Support/IT Help

All computer hardware/software questions should be sent to VSU's IT Help Desk at <http://www.valdosta.edu/helpdesk/guides/> or by phone at 229-245-4357.

Special Needs Statement

Valdosta State University is an equal opportunity educational institution. It is not the intent of our institution to discriminate against any applicant for admission or any student or employee of the institution based on the sex, race, religion, color, national origin, or the handicap of the individual. It is the intent of the institution to comply with Title VI of the Civil Rights Act of 1964 and subsequent executive orders as well as the Title IX section 504 of the Rehabilitation Act of 1973.

Students requiring classroom accommodations or modifications because of a documented disability should discuss this need with the professor at the beginning of the semester. Students requesting classroom accommodations or modifications due to a documented disability must contact the Access Office for Students with Disabilities located in room 1115 Nevins Hall. The phone numbers are 245-2498 (V/VP) and 219-1348 (TTY).

Student Conduct

Student behavior, which includes communications to class members and the instructor as well as postings to the discussion board in BlazeVIEW, is to be respectful and professional. Guidelines are specified in the VSU Student Code of Ethics.

http://www.valdosta.edu/studentaffairs/documents/SAF_Student_Handbook2009-050809.pdf

Student Agreement

Per the VSU Vice President for Academic Affairs: By taking this course, you agree that all required course work may be subject to submission for textual similarity review to

SafeAssign, a tool within BlazeVIEW. See SafeAssign at VSU: [SafeAssign for Students](http://www.valdosta.edu/academic/SafeAssignforStudents.shtml) (<http://www.valdosta.edu/academic/SafeAssignforStudents.shtml>).

Syllabus

Week 1

June 8-12

The Nature of Papers & Manuscripts Collecting & Librarianship

Optional Live Classroom June 8, 7:00 p.m.

Readings

James, "The Aspern Papers."

Sax, Introduction and Chapter 5: Collectors: Private Vices, Public Benefits

Keats Love Letter sells for \$150,000+

<http://www.finebooksmagazine.com/issue/201105/auction-1.phtml>

Jaime Andrews. "Laid Aside'? Collecting Contemporary Literary Archives and Manuscripts." *Archives*, 35.122 (2010): 11-20.

Umberto Pregliasco. "Living With - And From - Books: A Century of Manuscripts and Early Printed Books of Literature, Fine Arts, Science and First Editions."

http://www.ilab.org/eng/booksellers_main_page/fiction/Libreria_Antiquaria_Pregliasco.html

Roy Davids. "Manuscripts and the Worthiness of Collecting." Introduction to *Papers & Portraits: The Roy Davids Collection Part II* auction catalog. Bonhams, London, 29 March 2011: 1-10.

http://www.bonhams.com/19386_intro.pdf

Lester Cappon. "The Archivist as Collector." *American Archivist*, 39 (October 1976): 429-35.

<http://archivists.metapress.com/content/148nn015h38l1r7/fulltext.pdf>

Week 2
June 13-19

Who Owns a Life? Privacy and Appraisal

Readings

Sax, Chapter 9: Heirs, Biographers, and Scholars.

Sara Hodson. "Private Lives: Confidentiality in Manuscripts Collections." *RBML*, 6.2 (Fall 1991): 108-118.

Richard C. Berner. "Manuscript Collections, Archives, and Special Collections: Their Relationships." *College & Research Libraries*, 45.6 (1984): 446-449.

Philip N. Cronenwett. "Appraisal of Literary Manuscripts." In *Archival Choices*, Nancy E. Peace (Ed.). Lexington, MA: Lexington Books, 1984: pp. 105-116. Course Reserves

Frank Boles. "Putting the Pieces Together" [Chapter 5]. *Selecting & Appraising Archives & Manuscripts*. Chicago: SAA, 2005: pp. 97-120. Course Reserves

Carole Couture. "Archival Appraisal: A Status Report." *Archivaria*, 59 (Spring 2005): 83-107.
<http://journals.sfu.ca/archivar/index.php/archivaria/article/view/12502/13624>

Jennifer A. Marshall. "Toward Common Content: An Analysis of Online College and University Collecting Policies." *American Archivist*, 65 (Fall/Winter 2002): 231-256.
<http://archivists.metapress.com/content/d14g7x2615270j61/fulltext.pdf>

Abby Smith. "Authenticity and Affect: When Is a Watch Not a Watch?" *Library Trends*, 52.1 (Summer 2003): 172-182.

Randall C. Jimerson. "The Nature of Archives and Manuscripts." *OCLC Systems & Services*, 18.1 (2002): 21-23.

James M. O'Toole & Richard J. Cox. "The Archivist's Tasks: Responsibilities and Duties" [Chapter 4]. *Understanding Archives & Manuscripts*. Chicago: SAA, 2006: pp. 113-122. Course Reserves

Joseph R. Nicholson. "Making Personal Libraries More Public: A Study of the Technical Processing of Personal Libraries in the ARL." *RBM*, 11.2 (Fall 2010): 106-33.

Terry Cook. *The Archival Appraisal of Records Containing Personal Information: A RAMP Study with Guidelines*.
www.unesco.org/webworld/ramp/html/r9103e/r9103e00.htm

Week 3 **Who Owns the Past? Access & Description**
June 20-26 Auction Report Due June 20

Readings

Sax, Chapter 8: Access to Library and Museum Collections.

Kathleen D. Roe. "Overview." [Chapter 1]. *Arranging & Describing Archives & Manuscripts*. Chicago: SAA, 2008: pp. 1-10. Course Reserves

Kathleen D. Roe. "Examples of Bibliographic Description" [Appendix E]. *Arranging & Describing Archives & Manuscripts*. Chicago: SAA, 2008: pp. 1-10. Course Reserves

Laura Coles. "Organizing Archival Material." Chapter 4 of a *Manual for Small Archives* produced in 1988 by the Association of British Columbia Archivists. http://aabc.ca/msa/4_organizing_archival_material.htm

International Council on Archives. "Statement of Principles Regarding Archival Description." *Archivaria*, 34 (Summer 1992): 8-16. See 12-16. <http://journals.sfu.ca/archivar/index.php/archivaria/article/view/11837/12789>

Michelle Light and Tom Hyry. "Colophons and Annotations: New Directions for the Finding Aid." *American Archivist*, 65.2 (Fall/Winter 2002): 216-230. <http://archivists.metapress.com/content/l3h27j5x8716586q/fulltext.pdf>

Claire Gabriel. "Subject Access to Archives and Manuscript Collections: An Historical Overview." *Journal of Archival Organization*, 1.4 (2002): 53-63.

ACRL/SAA Joint Statement on Access to Original Research Materials (1994) <http://www.ala.org/ala/acrl/acrlstandards/jointstatement.cfm>

Week 4 **MLIS and M.A.? What to Do: Preparation and Competencies**
June 27-
July 3

Readings

Janice E. Ruth. "Educating the Reference Archivist." *American Archivist*, 51.3 (Summer 1988): 266-276. <http://archivists.metapress.com/content/q76742568n110771/fulltext.pdf>

Alice D. Shreyer. "What's So Special about Special Collections Librarians?" *RBM*, 7.1 (Spring 2006): 49-54. <http://rbm.acrl.org/content/7/1.toc>

ACRL Guidelines: Competencies for Special Collections Professionals
(2008) <http://www.ala.org/ala/acrl/acrlstandards/comp4specollect.cfm>

Week 5
July 4-10

Pencils Only, Please: Public Service and Outreach
VSU Closed for Independence Day July 4

Readings

Sax, Chapter 6: Presidential Papers

John H. Rhodehamel. "The George Washington Papers." *AB Bookman's Weekly*, 75 (1985): 4061-4078.

Richard W. Oram. "The Evelyn Waugh Library." *Libraries & the Cultural Record*, 42.3 (2007): 325-328.

Daniel Traister. "Public Services and Outreach in Rare Book, Manuscript, and Special Collections Libraries." *Library Trends*, 52.1 (Summer 2003): 87-108.

LeRoy Bennett. "Sitting in the Hot Seat: Some Thoughts from the Reference Chair." In *Reference Services for Archives & Manuscripts*, Laura B. Cohen (Ed.). New York: Haworth, 1997: pp. 39-53. Course reserves.

G. Thomas Tanselle. "Statement on the Role of Books and Manuscripts in the Electronic Age." In *Literature and Artifacts* by G. Thomas Tanselle. Charlottesville: The Bibliographical Society of the University of Virginia, 1998, pp. 331-334. Course Reserves

Week 6
July 11-17

To Catch a (Map) Thief: Security & Preservation
Appraisal exercise due June 29

Readings

Sax, Chapter 7: Papers of Supreme Court Justices

Paul Conway. "Preservation in the Age of Google: Digitization, Digital Preservation, and Dilemmas." *Library Quarterly*, 80.1 (January 2010): 61-79.

<http://www.journals.uchicago.edu/doi/pdf/10.1086/648463>

Marie C. Malero. "The Care of Collections." In *A Legal Primer on Managing Museum Collections*, 2nd edition, by Marie C. Malero. Washington, D.C.: Smithsonian Institution Press, 1998: pp. 406-417.

Alison Leigh Cowan. "Dealer Pleads Guilty to Map Theft from Yale Library." *The New York Times*, (June 22, 2006).

<http://www.nytimes.com/2006/06/22/nyregion/22cnd-maps.html>

E. Forbes Smiley III Map Theft Information
<http://www.maphistory.info/smiley.html>

Sandra Powers. "Why Exhibit? The Risks Versus the Benefits." *American Archivist*, 41.3 (July 1978): 297-306.
<http://archivists.metapress.com/content/un54246146p7874h/fulltext.pdf>

The Storage Environment: Georgia Department of Archives and History
<http://palimpsest.stanford.edu/byorg/georgia/envir.html>

ACRL Guidelines for the Security of Rare Books, Manuscripts, and Other Special Collections (2006)
<http://www.ala.org/ala/acrl/acrlstandards/securityrarebooks.cfm>

RBMS Security Committee: Theft Reports
http://www.rbms.info/committees/security/theft_reports/index.shtml

Week 7
July 18-24

"Bill, get me a new blade": Character, Characters, and Ethics

Readings

Sax, Chapter 3: The Bonfires of Loyalty and the Flames of Ambivalence

SAA Deed of Gift

Deed of Gift http://www.archivists.org/publications/deed_of_gift.asp

Inquiry into the Disposal of Records of the Naval Research Laboratory Stored at the Washington National Records Center NARA April 24, 1998
<http://www.archives.gov/records-mgmt/policy/inquiry-records-disposal.html>

Ralph Blumenthal. "Golden Broadway Images Stuck in Tangled History." *The New York Times*, (September 13, 2008): p. A17. Course Reserves.

Mark Singer. "Wall Power: Graham Arader." In *Mr. Personality: Profiles and Talk Pieces from The New Yorker*. New York: Mariner Books, 2005: (pp. 318-361). Course Reserves.

Marie C. Malero. "The Disposal of Objects: Deaccessioning." In *A Legal Primer on Managing Museum Collections*, 2nd edition, by Marie C. Malero. Washington, D.C.: Smithsonian Institution Press, 1998: pp. 216-238. Course Reserves.

SAA Code of Ethics for Archivists
<http://www2.archivists.org/code-of-ethics>

ACRL Code of Ethics for Special Collections Librarians (2003)
http://www.rbms.info/standards/code_of_ethics.shtml

International League of Antiquarian Booksellers Code of Ethics
<http://www.ilab-lila.com/english/code.htm>

American Antiquarian Booksellers Association Code of Ethics
<http://www.abaa.org/books/abaa/abaapages/code-of-ethics.html>

Week 8
July 25-31

Into the Future: POMO and Mo' Product

July 26 Last Class day
July 28 Annotated Bibliography due

Readings

Sax, Conclusion.

Michèle Valerie Cloonan & Sidney F. Berger. "Present and Future Issues for Special Collections." *RBML*, 13.2 (Spring 1999): 89-94.
<http://rbm.acrl.org/content/rbml/13/2>

Michèle Valerie Cloonan & Sidney F. Berger. "The Continuing Development of Special Collections Librarianship." *Library Trends*, 52.1 (Summer 2003): 9-13.

Kenneth W. Rendell. "The Future of the Manuscript and Rare Book Business." *RBM*, 2.1 (March 2001): 13-31.
<http://rbm.acrl.org/content/2/1/13.full.pdf+html>

Julie Grob. "RBMS, Special Collections, and the Challenge of Diversity: The Road to the Diversity Action Plan." *RBM*, 4.2 (Fall 2003): 74-107.
<http://rbm.acrl.org/content/4/2.toc>

Mark Greene and Dennis Meissner. "More Product, Less Process: Revamping Traditional Archival Processing." *American Archivist*, 68.2 (Fall/Winter 2005): 208-263.
<http://archivists.metapress.com/content/c741823776k65863/fulltext.pdf>

Francis Fournier. "For they would gladly learn and gladly teach': University Faculty and Their Papers: A Challenge for Archivists." *Archivaria*, 34 (Summer 1992): 58-74.
<http://journals.sfu.ca/archivar/index.php/archivaria/article/view/11841/12793>

Mark A. Greene. The Power of Archives: Archivists' Values and value in the Postmodern Age. *American Archivist*, 72.1 (2009): 13-41 (see p. 21).
<http://archivists.metapress.com/content/k0322xop38v44l53/fulltext.pdf>

Tom Hyry, Diane Kaplan, and Christine Weideman. "Though This Be Madness, yet There Is Method in 't": Assessing the Value of Faculty Papers and Defining a Collecting Policy. *American Archivist*, 65.1 (Spring/Summer 2002): 56-69.

<http://archivists.metapress.com/content/c01107u676225hq3/fulltext.pdf>

Tara Zachary Laver. "In a Class by Themselves: Faculty Papers at Research University Archives and Manuscript Repositories." *American Archivist*, 66.1 (Spring Summer 2003): 159-96.

<http://archivists.metapress.com/content/b713206u71162k50/fulltext.pdf>

Alfred D. Chandler Jr. Papers and Library." *Business History Review*, 82 (Summer 2008): 317-319.

Society of American Archivists. A Guide to Donating Your Personal or Family Papers to a Repository.

<http://www.archivists.org/publications/donating-familyrecs.asp>

Society of American Archivists. A Guide to Donating Your Organizational Records to a Repository.

<http://www.archivists.org/publications/donating-orgrecs.asp>

Note: The instructor may adapt or change the syllabus and/or the assignments according to circumstances that might arise during the semester.

LAST UPDATED MAY 22, 2011
