

ARCHIVES AND SPECIAL COLLECTIONS PATHWAY

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A Specialization in the Masters in Library and Information Sciences Degree Dominican University Graduate School of Library and Information Science

What are archives and special collections?

Rare books, manuscripts, archives, photographs, notebooks, ephemera, and other materials can all be found in special collections in libraries, archives and other information centers. These collections also consist of contextual documentation like oral histories, sound recordings, film, software, and other unique artifacts. Archivists and librarians for special collections serve both researchers and members of the general public in understanding the past and the present. Appraisal, access, and preservation are vital issues to archivists and special collections librarians.

What are the competencies that archivists and librarians must possess and exercise?

- Acquire a solid foundation in the theory, methodology, and practice of archival and special collections, and in the scholarship of their disciplines;
- Develop skills in appraisal, access, and preservation of archival and special collections;
- Encourage critical thinking and decision-making skills for archival and special collections as part of a larger cultural heritage;
- Cultivate the knowledge and skills need to become a collaborative and collegial partner with other professionals as a steward and manager of an archive or collection;
- Assist in the utilization of archival and special collections by scholars, educators, students, and the general public; and,
- Understand professional and social responsibilities based on knowledge of the ethical and legal dimensions of their work.

What links are available from professional organizations providing additional guidance for the competencies that archivists and special collections librarians need to acquire?

Students interested in pursuing a career in archives should read the “Guidelines for a Graduate Program in Archival Studies” available on the Society of American Archivists web site: http://www.archivists.org/prof-education/ed_guidelines.asp.

What are the competencies that are required of archivists for professional certification?

Students interested in taking the examination to become a Certified Archivist should consult the requirements discussed in the Academy of Certified Archivists web site:

<http://www.certifiedarchivists.org/html/handbook.html>. To date, this exam is not required for most archivist positions.

What courses should a student complete for a specialization in Archives and Special Collections?

A student wishing to acquire a specialization in archives and special collections should complete coursework in one of the following three pathways:

1. ARCHIVES AND SPECIAL COLLECTIONS

GSLIS Core Curriculum (9 Credit Hours) / 3 courses

LIS 701 Introduction to Library and Information Science

LIS 703 Organization of Knowledge

LIS 704 Introduction to Reference and Online Services

GSLIS Required Course (6 Credit Hours) / 2 courses

LIS 770 Management of Libraries and Information Centers

LIS 899 Capstone Course

Archives and Special Collections Courses (18 Credit Hours) / 6 courses

LIS 711 Early Books and Manuscripts

LIS 712 History of the Book

LIS 713 Preservation and Conservation

LIS 775 Archival Administration and Services

LIS 799 Practicum

LIS 881 Advanced Archival Management

Electives (3 Credit Hours) 1 course

Students are strongly recommended to select a seminar class in archives or special collections to support the basic framework of courses described above, these courses are numbered LIS 802-820 and offered on demand, as need arises.

Students may also want to consider LIS 801, Special Studies in Librarianship, a directed and supervised project of independent study. This is limited to students having a grade point average of 3.300 or above and who have a sufficient background to work independently. Consent of the instructor is required before registration and completion of 24 credit hours. No student may take more than two independent students.

36 Total Credit Hours: MLIS with a specialization in Archives and Special Collections

2. ARCHIVES

GSLIS Core Curriculum (9 Credit Hours) / 3 courses

LIS 701 Introduction to Library and Information Science

LIS 703 Organization of Knowledge

LIS 704 Introduction to Reference and Online Services

GSLIS Required Course (6 Credit Hours) / 2 courses

LIS 770 Management of Libraries and Information Centers

LIS 899 Capstone Course

Archives Courses (18 Credit Hours) / 6 courses

LIS 711 Early Books and Manuscripts

LIS 713 Preservation and Conservation

LIS 775 Archival Administration and Services

LIS 784 Archives and Collective Memory

LIS 799 Practicum

LIS 881 Advanced Archival Management

Electives (3 Credit Hours) / 1 course

Students are strongly recommended to select among the following courses to support the basic framework of courses described above:

LIS 712 History of the Book

LIS 717 Human Records and Society

LIS 774 Special Libraries

LIS 880 Knowledge Management

Students may also want to consider LIS 801, Special Studies in Librarianship, a directed and supervised project of independent study. This is limited to students having a grade point average of 3.300 or above and who have a sufficient background to work independently. Consent of the instructor is required before registration and completion of 24 credit hours. No student may take more than two independent students.

36 Total Credit Hours: MLIS with a specialization in Archives

3. SPECIAL COLLECTIONS

GSLIS Core Curriculum (9 Credit Hours) / 3 courses

LIS 701 Introduction to Library and Information Science

LIS 703 Organization of Knowledge

LIS 704 Introduction to Reference and Online Services

GSLIS Required Course (6 Credit Hours) / 2 courses

LIS 770 Management of Libraries and Information Centers

LIS 899 Capstone Course

Special Collections Courses (18 Credit Hours) / 6 courses

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LIS 775 Archival Administration and Services

LIS 799 Practicum

Electives (3 Credit Hours) / 1 course

Students are strongly recommended to select a seminar class in special collections to support the basic framework of courses described above, these courses are numbered LIS 802-820 and offered on demand, as need arises.

36 Total Credit Hours: MLIS with a specialization in Special Collections