Syllabus
ILS Z584
Manuscripts

Fall 2015
Tuesday, 2:00 PM—4:45 PM
Lilly Library, Ellison Room

Instructor:

Cherry Williams, Curator of Manuscripts, Lilly Library
Office phone: 812-855-3187
Lilly Library Reception Desk: 812-855-2452
Office hours: by appointment at the Lilly Library
chedwill@indiana.edu

Course Description

This seminar course is an introduction to the nature, functions, and methodology of the organization and administration of manuscript collections and personal papers. The course will consist of lectures, discussions, hands-on practicums with primary source materials and special projects.

Course Objectives

At the end of this course, students will be able to demonstrate a general understanding of:

1. the principle historical periods, styles, social, and economic contexts involved in the creation of collections of manuscripts and personal papers

2. the components of manuscripts administration including appraisal, acquisitions and collection development

3. the types of manuscript collections, methods of arrangement and description, including processing procedures

4. the elements of intellectual control of manuscript collections used to facilitate access and use of collections

5. the variety of ways in which scholars use manuscripts and personal papers

6. the basic principles of conservation and preservation of manuscript materials

7. the basic principles of exhibition design, techniques, mounting and presenting an exhibition of manuscript materials
8. the use of manuscript collections in outreach, public relations, fund raising and donor cultivation

Course Materials

Textbooks: Readings will be drawn from the required texts listed below and from additional readings as assigned from time to time which may be posted on the Canvas Resources site. The required and recommended texts are available for purchase from the Friends of Art Bookshop in the Fine Arts Building Room 120 and the Society of American Archivists. The required and recommended texts are also available on the class reserve shelf in the Lilly Library Reading Room.

Required text:


Recommended texts:


Course Organization

All class meetings will be held in the Ellison Room at the Lilly Library, and class assignments will require use of its collections. While an orientation to the Library and the Reading Room will be offered during the first class meeting, students also are expected to familiarize themselves with the Lilly Library’s policies and procedures regarding use of the collections and normal operating hours.

This syllabus, class assignments, readings and announcements are available on Canvas canvas.iu.edu. Any course updates, assignments, announcements and changes to the schedule will also be posted on Canvas. I recommend you routinely check the site on Mondays prior to class.

General Requirements

Since this class will be conducted as a seminar, you each share responsibility for the quality of the discussion we can have in class. It is important that you come prepared to attend all class meetings, to read all of the required materials, to actively engage in classroom discussions and to complete all assignments.

Written Assignments (50% of the final grade)

Collection description and exhibition proposal (20% of final grade):

**Due Tuesday, September 15, 2015 by 5:00 PM**

Write a concise, but thorough 5-6 page description of the manuscript collection that you have chosen to work with this semester and your rationale for that choice. Be sure to include the following:

1. LMC# (Lilly Manuscript Collection #)
2. Name of the collection
3. Size (number of items in the collection)
4. Presence of any unusual objects, i.e. photographs, realia
5. Identify any areas of concern or special interests
6. The theme or topic of your exhibition
7. A preliminary list of items you anticipate exhibiting
8. Any special display or conservation needs.

You may also choose to add one or two print items if they add value to your proposed exhibition topic. If they are print vault items, you will need to obtain permission to use from the Curator of Rare Books, Joel Silver in advance. You may also use more than one Lilly manuscript collection. If you have any questions, please let me know.
**Final paper (30% of final grade): 8-10 pages**

**Due Thursday, December 17th, by 5:00 PM**

The final paper is meant to be an opportunity for you to reflect upon your experience this semester working with manuscripts and personal papers. It should be an insightful discussion of your work with the materials and your exhibition. It should include the following items:

1. LMC #; content; size, i.e. number of boxes, linear feet, etc.

2. Describe collection in detail: subject matter, who, what and why this collection is important; why would you choose to accept this as a gift or purchase? Note the presence of images, photographs, realia. Does this present any issues or problems for access, use or preservation?

3. Access: intellectual control--is this well done? Is it effective? How would you do it better/differently? Why? Is there a finding aid? If not, why not? How long would it take to create a finding aid? What would be the best arrangement for the finding aid?

4. Access: physical control--is this collection a candidate for digitization? Is the collection properly and safely arranged and housed? Are there items that need additional attention?

5. Exhibition review and discussion: what worked and what didn't? How would you do it differently? Use it for fundraising? Increase community awareness? What kind of preservation was needed if any? Conservation issues?

**Exhibition installation and presentation (50% of final grade)**

The major project of this course is the curation, installation and presentation of an exhibition using the Lilly Library manuscript collections with which you have chosen to work this semester. In addition to the installation, you are expected to present a 15-20 minute gallery talk to the class showcasing your exhibit. The talk will consist of a discussion of your exhibition and may include a PowerPoint presentation if desired.

It is your responsibility to schedule meetings with me and with Jim Canary, the Lilly Library Conservator, in order to arrange for assistance with the layout, installation and any conservation/preservation needs identified during the course of the exhibition preparation. Time management is a crucial part of any exhibition activity and points will be deducted if Jim or I need to prompt you to arrange for pre-exhibition installation meetings.
A sign-up sheet will be circulated in class on **Tuesday, September 29, 2015** to arrange for the scheduling of the exhibition presentations. An example of the sign-up sheet is available on our Canvas site. Exhibition presentations will begin on **Tuesday, November 3, 2015** with the final exhibition presentations to be held on **Tuesday, December 1, 2015**.

**Exhibition observation activity**  
*10% of the Exhibition installation and presentation grade*

**Prepare for class discussion September 29, 2015**

As part of the exhibition installation and preparation process, I would like you to have visited at least one of the following museums on campus and thoroughly examined at least one case of one exhibition and be prepared to discuss what you observed in class on Tuesday, September 29th.

**Mathers Museum:** [http://www.indiana.edu/~mathers/index.html](http://www.indiana.edu/~mathers/index.html)  
Tuesdays through Fridays, from 9 a.m. to 4:30 p.m.; and Saturdays and Sundays, from 1 to 4:30 p.m.

**IUAM:** [https://artmuseum.indiana.edu/](https://artmuseum.indiana.edu/)  
Tuesday through Saturday: 10 a.m. to 5 p.m.  
Sunday: Noon to 5 p.m.  
Closed on Mondays and all major national holidays

**Kinsey Institute:** [http://www.kinseyinstitute.org/services/gallery.html](http://www.kinseyinstitute.org/services/gallery.html)  
Monday - Friday, 1:30 pm - 5:00 pm

**Class Schedule**

**August 25th Session 1: Introduction to Manuscript Studies and the Lilly Library**

Introduction to the class, the exhibition process, manuscripts culture, personal papers, and archives. Introduction to the descriptive terminology and handling of rare materials.

**Required readings for the next two weeks:**

Bradsher, James. *Managing Archives and Archival Institutions*  
Chapter 1: *Introduction to Archives*, pp.1-17  
Chapter 17: *Archival Exhibits*, 228-240.

Chapter 2: *From Soup to Nuts*  
Chapter 6: *Labels, Design and Layout*  
Exhibition labels: page 162
September 1st Session 2: Orientation to the Lilly Reading Room

Class will be led by Lori Dekydtspotter, Lilly Head of Technical Services

Isabel Planton, Reference and Public Services Librarian,  
iplanton@indiana.edu

Rebecca Baumann, Education & Outreach Librarian  
rbaumann@indiana.edu

Required readings for next week:


Chapter 8:   Ong, Walter. Orality and Literacy: Writing Restructures Consciousness
Chapter 9:   Chartier, Roger. The Practical Impact of Writing


Part I, Chapter 4: The Technology of Writing, 116-137  


Part Three, Chapter 16, Rolls and Scrolls, 250-258

September 8th Session 3: Orality, Literacy and Reading

Orientation to conservation & exhibition preparation  
Jim Canary, Conservator, jcanary@indiana.edu

Required readings for next week:

Introduction and Chapter I, Books for Missionaries, 8-41  
Chapter III, Books for Monks, 74-107

Recommended readings for the next two weeks:

De Hamel. A History of Illuminated Manuscripts  
Chapter VI, Books for Everybody, 168-199
Chapter VII, *Books for Priests*, 200-230

**OR**

Clemens & Graham, *Introduction to Manuscript Studies*
Part Three, Chapter 13, *Books of Hours*, 208-221
Chapter 12, *Liturigical Books and Their Calendars*, 192-207

**September 15th**  Session 4: From Scroll to Codex: Introduction to the Medieval Manuscripts

**Collection description and exhibition proposal due today**

**September 22nd**  Session 5: Medieval and Renaissance manuscripts—Books of Hours and other texts

**Required readings for next week:**

Bradsher, James, Chapter 5: *Archival Arrangement and Description*, 67-77
Chapter 6: *Personal Papers*, 78-91

Hackbart-Dean, Chapter 3: *Managing Processing*, 24-56
Bradsher, Chap. 13: *Archival Ethics*, 174-184

**September 29th**  Session 6: Processing archival collections--physical control, security and theft issues

**Exhibition observation activity discussion**

**Sign up for exhibition presentation**

Arrangement; respect du fonds; housing, equipment, supplies and care of manuscript collections

**Required readings for next week:**

Hackbart-Dean, Chapter 4: *Preservation Administration*, 57-66

NEDCC (Northeast Document Conservation Center) Fall Workshops:
http://www.nedcc.org/home.php

Conservation On Line: Resources for Conservation Professionals
http://cool.conservation-us.org/
October 6th Session 7: Flat paper care and conservation

Guest speaker: Doug Sanders, E. Lingle Craig Preservation Lab, Paper Conservator

Required reading for the next week:

Hackbart-Dean, Chapter 5: *Impact of Description, Standards and Innovation*, 67-81

October 13th Session 8: Manuscript collections and personal papers—intellectual control

Guest speakers: Lori Dekydtspotter—Head Technical Services
Lilly Library
Craig Simpson—Manuscripts Processing Archivist,
Lilly Library

Required readings for next week:

Bradsher: Chap. 7: *Managing Cartographic and Architectural Archives*, 92-103

Hackbart-Dean, Chapter 3: *Beyond Paper*, pp. 46-54

Canvas Resources

Recommended reading for next week:

Hunter, Gregory S. *Developing and Maintaining Practical Archives.*


October 20th Session 9: Other formats: AV materials, photographs, maps & realia

October 27th Session 10: The role of primary sources in historical research

Guest speaker: Eric Sandweiss, Chairman, Department of History
Professor and Carmony Chair, Department of History
Editor, Indiana Magazine of History
Adjunct Professor, Department of Folklore and Ethnomusicology
November 3rd Session 11: Film and moving image materials

*Guest speaker:* Rachael Stoeltje, Director of the Indiana University Libraries Moving Image Archive
Andy Urich, Film Archivist, IU Libraries Moving Image Archive

**Exhibition presentations begin**

November 10th Session 12: The Literary Archive

*Guest speaker:* Christoph Irmscher

**Required reading for next class:**


November 17th Session 13: The historical record in the digital world

*Guest speakers:* Erika Dowell, Head of Digital Projects, Lilly Library and Head of Public Services, Lilly Library

November 24th Session 14: THANKSGIVING BREAK—NO CLASS

December 1st Session 15: Manuscripts collection development

**Final presentations**

**Required readings for next week:**

Bradsher: Chap. 16: *Public Programs*, 218-227


**December 8th Session 16: Donors, Friends groups, public relations & more**

**Thursday, December 17th ** **FINAL PAPER DUE BY 5PM**

**Academic Dishonesty and Grades at SLIS:** All DLIS instructors have been asked to include the following information in their syllabi. Please take note of it.

**Academic dishonesty**

There is extensive documentation and discussion of the issue of academic dishonesty in the Indiana University "Code of Student Rights, Responsibilities and Conduct". Of particular relevance is the section on plagiarism:

3. Plagiarism

A student must not adopt or reproduce ideas, words, or statements of another person without appropriate acknowledgment. A student must give credit to the originality of others and acknowledge an indebtedness whenever he or she does any of the following:

a. Quotes another person's actual words, either oral or written;
b. Paraphrases another person's words, either oral or written;
c. Uses another person's idea, opinion, or theory; or
d. Borrows facts, statistics, or other illustrative material, unless the information is common knowledge.

From: http://www.dsa.indiana.edu/Code/index1.html

Indiana University and School of Library and Information Science policies on academic dishonesty will be followed. Students found to be engaging in plagiarism, cheating, and other types of dishonesty will receive an F for the course. As a rule of thumb, when in doubt, cite the source!
Recommended texts


