

## **Religious Archives Institute Syllabus**

July 11-22, 2005

American Catholic History Research Center

and University Archives

Catholic University

Washington, D.C.

The Religious Archives Institute is a two-week intensive course designed to prepare students for work with religious records, manuscripts, and objects. The course material is presented by historians, archivists, librarians, and museum curators, and participants will visit local archives and tour the Library of Congress toward gaining knowledge of varieties of archival management and operations.

### **Institute Staff**

Philip B. Eppard, Ph.D. Editor, *American Archivist*, Professor of Archives and Records Management, University at Albany, SUNY. *Archival Basics*

Joan Hoge, Executive Director, Historical Society of Delaware, Wilmington, Delaware. *Preservation, Care & Cataloging of Objects*

Christopher Kauffman, Ph.D. Catholic Daughters of the Americas Professor of American Catholic History, Catholic University of America, Washington, D.C. *Trends in American Catholic History*

Maria Mazzenga, Ph.D. Education Archivist, American Catholic History Research Center and University Archives, Catholic University of America, Washington, D.C.

Melissa McLoud, Ph.D. Director, Kerr Center for Chesapeake Studies, Chesapeake Bay Maritime Museum, St. Michael's, Maryland. *Preservation, Care & Cataloging of Objects*

Timothy Meagher, Ph.D. Curator of the American Catholic History Research Center, University Archivist, and Associate Professor of History, Catholic University of America, Washington, D.C. *Institute Director*

Sarah Dashiell Rouse, Deputy Director, Veterans History Project, Library of Congress, Washington, D.C. *Photographs Management and Preservation*

Jane Stoeffler, Religious Archives Institute Organizer and Administrative Assistant, American Catholic History Research Center and University Archives, Catholic University of America, Washington, D.C.

Daniel Stokes, Program Officer, National Historic Publication and Records Commission, National Archives and Records Administration, Washington, D.C. *Grant and Proposal Writing*

Jac Treanor, Vice Chancellor and Archivist, Archdiocese of Chicago, Chicago, Illinois.  
*Electronic Record Management*

### **Schedule**

Note: Educational sessions will be held in the **Life Cycle Institute, room 201** unless otherwise specified.

#### *Monday, July 11<sup>th</sup>*

Timothy Meagher

9:00 - 9:30 Welcome and Orientation to Catholic University

9:30 - 12:00 Registration, Introduction, Archives Program Elements

12:00 - 1:00 Lunch

Philip Eppard

1:00 - 4:30 The Nature of Archives and Record-keeping

History of Archives

Types of Archives

Relationship of Archives to Libraries and Record Management

#### *Tuesday, July 12<sup>th</sup>*

Philip Eppard

9:00 - 4:30 Appraisal, Acquisition, Accessioning of Archival Materials

12:00 - 1:00 Lunch

#### *Wednesday, July 13<sup>th</sup>*

Philip Eppard

9:00 - 12:00 Arrangement and Description of Archives

12:00 - 1:00 Lunch

Christopher Kauffman

1:00 - 4:30 Trends in American Catholic History

7:00 p.m. Evening social, 2<sup>nd</sup> floor patio of Life Cycle Institute

#### *Thursday, July 14<sup>th</sup>*

Philip Eppard

9:00 - 12:00 Arrangement and Description of Archives

12:00 - 1:00 Lunch

1:00 - 4:30 Reference Services in Archives

#### *Friday, July 15<sup>th</sup>*

Philip Eppard

9:00 - 12:00 Preservation/Legal/Ethical/Management Issues

12:00 - 1:00 Lunch

1:00 - 4:30 Field Study: Library of Congress.

1:00 Board bus at Mullen Library, CUA for trip to Library of Congress

1:30 - 3:45 Tours of Manuscripts and Prints and Photographs

Return to Millennium Hall by approximately 4:30

*Saturday, July 16<sup>th</sup>*

No scheduled activities/Free time

*Sunday, July 17<sup>th</sup>*

No scheduled activities/Free time

*Monday, July 18<sup>th</sup>*

Jac Treanor

9:00 - 12:00 A Case for Records Management

Program Structure

Components of a Records Management Program

\* Survey

\* Retention Schedule

\* Service

\* File Management

12:00 - 1:00 Lunch

1:00 - 2:30 Buried Alive (Video)

Survey Design

2:30 - 4:30 Field Survey at Catholic University: History Department, School of Library  
& Information Science, Office of Library Director

*Tuesday, July 19<sup>th</sup>*

Jac Treanor

9:30 - 12:00 Survey Wrap-up

Policy Development

Clergy/Religious Personnel Records

12:00 - 1:00 Lunch

1:00 - 4:30 Electronic Records

Data Base Issues

Records Management Software

Q&A

7:00 p.m. Evening Social, 2<sup>nd</sup> floor patio, Life Cycle Institute

*Wednesday, July 20<sup>th</sup>*

Sarah Rouse

9:00 – 9:30 Introductions

9:30 – 10:00 Photograph formats

10:00 – 10:45 Describing/cataloging photographs

10:45 – 11:20 Photograph storage/preservation

11:20 – 12:00 Serving Photographs/reproduction

12:00 - 1:00 Lunch

1:00 - 5:45 Field Study/Baltimore.

1:00 Board bus in front of Mullen Library

- 2:00 - 2:40 Presentation by Tricia Pyne, Archivist, St. Mary's Seminary and University Archives, Baltimore, Maryland
- 3:00 - 5:00 Tour, refreshments, gift shop, Shrine of Divine Mercy, Baltimore, Maryland. Return to Millennium Hall by about 6 p.m.

*Thursday, July 21<sup>st</sup>*

Melissa McLoud and Joan Hoge

9:00 - 12:00 Preservation, Care, and Cataloging of Objects

12:00 - 1:00 Lunch

1:00 - 4:30 Preservation, Care, and Cataloging of Objects

*Friday, July 22<sup>nd</sup>*

Daniel Stokes

9:00 - 12:00 Grant and Proposal Writing

12:00 - 1:00 Lunch

1:00 - 4:30 Exam for credit students

Non-credit students may leave