

**Society of American Archivists, Indiana University Student Chapter
Meeting Agenda: October 10, 2011**

Student Records Project

- To help the University Archives better document student organizations, and to help student organizations manage their records.
- You contact student orgs, perform an on-site survey of records, pack and inventory files, serve as Archives contact for the office and process acquired collections.
- Can count as an internship on your resume (not for credit through SLIS)!
- Questions? Contact Hannah Micono (hmicona@gmail.com)
- Meeting: Friday, Oct. 21 at 4 p.m., IU Archives (Wells Library, East tower 4th floor)

American Archives Month Project

- Updates: Room for a few more on Oct. 15 & Oct. 29
- If you're still interested in participating, contact Danielle (drtrusso@indiana.edu)

Conference for Graduate Students and Beginning Professionals

- Dates: Saturday, March 3 & Sunday, March 4, 2012
- First Call for Papers: Abstracts or papers due November 30
- 2011 sched.: <http://iusaconference.blogspot.com/2011/02/conference-schedule.html>

Future Tour Ideas

- French Lick
- Indiana State Archives

Internships

- IU South Bend, contact Alison H. Stankrauff, Archivist, astankra@iusb.edu
- IU East (Richmond, Indiana), contact Mandi Leigh Moning, Coordinator of User Services and Library Operations, mmoning@iue.edu

Spring Courses

S584: Manuscripts (3 cr.)

Introduction to the nature, functions, and methodology of the organization and administration of archives and manuscript collections. The course will consist of lectures, discussions, field trips, and special projects.

Projects include curating an exhibit and writing a paper about 8-10 pages about the exhibit.

Cherry Williams

S604: Digital Curation (3 cr.)

Preserving digital materials, ensuring continued access, had emerged as a major initiative for academic institutions. Providing long-term access to digital materials has a number of challenges. Digital materials require constant and perpetual maintenance. Technologies change; equipment ages; software is superseded. Digital materials are not fixed and can easily be changed, either intentionally or unintentionally. Curating and preserving data are major initiatives in many digital libraries. This course will provide an overview of the research in curating and preserving digital data, will provide practical

experience in working with digital materials, and will develop the skills necessary to create digital curation plans.

Final project last year= worked with a professor to come up with a way to help preserve their digital data

S604: Oral History (3 cr.)

Barbara Truesdell, Assistant Director, Center for the Study of History and Memory

S604: Classification and Business Processes (3 cr.)

Carol Choksy

S604: Legal Issues for Information Management (3 cr.)

Carol Choksy

Update: This class only counts for those students specializing in the new records management option. It does NOT count for those specializing in archives or the combined option, archives and records management.

S685: Electronic Records Management (3 cr.)

Addresses the major issues and challenges facing the archival/records management professions in their quest to manage electronic records. Students will study and evaluate the impact automation has had on archival theory and practice, analyzing various models and strategies archivists have developed to manage electronic records.