EMPORIA STATE UNIVERSITY

School of LIBRARY & INFORMATION MANAGEMENT

Archives Studies Certificate (ASC)
Policies and Procedures

Program Description

The Archives Studies Certificate (ASC) Program is designed to provide students with exposure to the domains of archival theory and practice, as well as work experience at an archival repository. The program is open to MLS students, MLS graduates, and individuals with an undergraduate degree who are interested in archival work but lack graduate training in that area.

The program consists of 18 hours of coursework and can be completed entirely online. However, students may have the additional option of taking courses in a blended online/face-to-face format for some electives. Students are required to complete a practicum at an approved repository for three of their 18 credit hours. Students must complete all courses required for the ASC with a grade of B- or above in order to receive the certificate.

The ASC program is not affiliated with The Academy of Certified Archivists (ACA), an independent, non-academic organization. The ACA, provides certification for archivists who (1) pass an archival certification examination and (2) meet certain educational and experience requirements. For more information, see http://www.certifiedarchivists.org/get-certified.html

Applying to the ASC Program

The program is open to Emporia State University (ESU) School of Library & Information Management (SLIM) MLS students, MLS graduates from any Library Information Science program, and individuals with a completed undergraduate degree who are interested in archival work but do not plan to undertake an MLS degree. These latter two groups are considered for "certificate-only" admission.

Current SLIM MLS students are accepted into the ASC program on a rolling basis.

Certificate-only students are accepted into the program for the fall semester. Prospective certificate-only students should submit all required application materials by **June 1st.**

All applicants must:

Complete an application to the program through the Office of Graduate Studies. This is an ESU administrative requirement. URL: http://www.emporia.edu/grad/admissions/index.html. **Check the ASC box**.

Based on your status, you may also be required to submit additional documentation:

- Current SLIM MLS student:
  - Office of Graduate Studies application only. Fee required.

- If you are a SLIM MLS graduate applying for the Archives Studies Certificate:
  - Office of Graduate Studies application. Fee required.
  - Transcripts of any academic coursework completed after the MLS.

- Statement of Purpose: This document should be a single-spaced, one-page narrative expressing your reasons for applying for the ASC program and your career goals.
- Current CV/resume.

- Applicants for the Archives Studies Certificate-Only Program:
  - A completed a bachelor's degree from an accredited institution with at least a 3.0 GPA.
  - Office of Graduate Studies application. Fee required.
  - Transcripts of undergraduate and graduate (if applicable) course work.
  - Statement of Purpose: This document should be a single-spaced, one-page narrative expressing your reasons for applying for the ASC program and your career goals.
  - Current CV/resume.
  - An advising interview may be scheduled at the discretion of the ASC Coordinator or the appropriate Regional Director.

You will receive an acknowledgement from SLIM when your completed application has been forwarded to SLIM from the Graduate Studies Department, along with a time estimate for its review and decision regarding whether you have been officially accepted into the program.

If you are accepted into the ASC program, your eligibility for graduate study will be processed by the ASC Coordinator or your academic advisor if you are a current MLS student. Each semester you will be enrolled in your courses by either the ASC Coordinator or MLS academic advisor.

ASC Learning Outcomes

On completion of the ASC program, students will be able to:

- Arrange and describe a collection with reference to archival principles of intellectual and physical organization and descriptive tools and systems;

- Appraise records and papers for long term retention or disposal according to archival theory, procedures, policies, and administrative or donor restrictions;

- Develop and promote potential uses for archival collections, and identify strategies to serve varied user needs;

- Analyze the current physical condition of records and papers, and determine appropriate preservation and security priorities and actions;

- Assess repository planning and administrative needs in conjunction with the mission and priorities of the organization;

- Describe current issues in the archival field, with reference to the role of the profession, its ethical standards, and applicable regulations.

Required courses (15 hours)

- **LI 809 INTRODUCTION TO ARCHIVES -** 3 HRS.

- **LI818 ARRANGEMENT AND DESCRIPTION -** 3 HRS.

- **LI 827 PRESERVATION STRATEGIES -** 3 HRS.

- **LI 885 BIBLIOGRAPHIC AND RESEARCH METHODS IN ARCHIVES -** 3 HRS.
  - Note: This course requirement may be waived for students with an M.A. or Ph.D. in History. If the course is waived, the student must complete an additional archives-related elective for three credit hours.

- **LI 873 ARCHIVES STUDIES CERTIFICATE PRACTICUM -** 3 HRS.
  - Practicum details in the ASC Practicum Handbook document

- **ELECTIVES –** 3 HRS.

Elective courses:

Choose three credit hours from among the following courses:

- **LI848 ISSUES IN PRESERVATION, ACCESS AND DIGITIZATION -** 2 HRS.

- **LI849 RECORDS AND INFORMATION MANAGEMENT -** 3 HRS.

- **LI883 INTRODUCTION TO METADATA** – 1 HR.

- **LI884 METADATA APPLICATIONS** – 2 HRS.

- **Other electives from SLIM's MLS course offerings may be chosen with the pre-approval of the ASC Coordinator or MLS Academic Advisor.**

Course Descriptions are on the SLIM Website:
http://www.emporia.edu/slim/studentresources/schedules/course-descriptions.html

Completion of the ASC Program

During the semester preceding final coursework, the student must submit:

- The Certificate Completion Notification Form: http://www.emporia.edu/grad/graduating-students/certificate-completion-notification.html

The ASC coordinator or your MLS academic advisor will submit a degree eligibility form and final degree plan for the ASC Certificate to the Graduate Studies Department in the student's last semester.