



The UA Little Rock Center for Arkansas History and Culture (CAHC) is dedicated to providing graduate assistants with an enjoyable work experience that will prepare them for the professional world. Graduate assistants work 20 hours each week. Tasks include processing manuscript collections, digitization projects, readings and discussions, research desk and patron assistance, and other duties as assigned. Graduate assistants are expected to be available Thursday mornings for reading discussions and/or meetings.

CAHC uses an online project management called Trello. You will use Trello while at the Center. Please create an account with your UA Little Rock email address at www.trello.com.

Week(s) Assignments and Readings

1. August 19-23

- Welcome and overview of syllabus, duties, and activities with Cody.
- Complete *Library of Congress Classification* tutorial with Cody.
- Begin training on the research desk.
- Readings:
 - O'Toole, James M. and Richard Cox. *Understanding Archives and Manuscripts*. Chicago, IL: Society of American Archivists, 2006. pp. xi-xvii, 87-112.
- Thursday, August 22, 10 am: GA Welcome, Bobby Roberts Library 204.
- GA program pre-assessment

2. August 26-30

- Continue training on the research desk.
- Readings:
 - Society of American Archivists. *Core Values of Archivists*. May 2011.
 - Society of American Archivists. *Code of Ethics for Archivists*. January 2012. <http://www2.archivists.org/statements/saa-core-values-statement-and-code-of-ethics>
 - Brown, Stephanie Willen. "The Reference Interview: Theories and Practice." *Library Philosophy and Practice*, February 2008: 1-8.
- Thursday, August 29th, 9:15 am: week 1 & 2 reading discussion, Arcade meeting room (Cody).

3. September 2-6

- Monday, September 2, CAHC closed, Labor Day
- Continue training on the research desk.
- Begin processing project: examine collection and begin writing processing plan.
 - Roe, Kathleen. *Arranging and Describing Archives and Manuscripts*. Chicago: Society

Week(s)

Assignments

- of American Archivists, 2005. pp. 6-7, 11-24, 45-98.
- Society of American Archivists. *Describing Archives: A Content Standard, Second Edition*. Chicago: Society of American Archivists, 2013. pp. vii, xi, xv-xix, 3-11. Skim the rest of Part I to become familiar with the elements.
- Watch the videos and complete the quizzes for the SAA Describing Archives: A Content Standard course. To do this, create an SAA account at <https://saa.archivists.org/Scripts/4Disapi.dll/4DCGI/saa/profile/intro.html>. Then visit <https://www.pathlms.com/saa/courses/4933> and click "Add to cart." Sign in with your SAA username and password and "purchase" videos for the DACS course (<https://www.pathlms.com/saa/courses/4933>).
- UA Little Rock Center for Arkansas History and Culture. *Processing Manual for Archival Collections, version 2*. Please familiarize yourself with this but you are not required to do a close reading. You will frequently refer to the processing manual while working on your processing projects.

4. **September 9-13**

- Begin independent shifts on the research desk.
- Continue processing project: complete processing plan and review processing plan with Cody. Once processing plan approved, begin arranging and describing the collection.
- **Optional**-Monday, September 9, 3:30-5:00 pm: Attend Finding Family Facts, ASI room 204
- Research one branch of your family tree through a great-great-grandparent, if possible. Use FamilySearch to document your research. Review with Cody by Friday, September 13 at 6:00 pm.
- Tuesday, September 10, 10:00-10:30 am: Introduction to the Digital Services Lab, DSL
- Begin DSL hours.
- Readings:
 - Skim the UA Little Rock Center for Arkansas History and Culture's *Digitization Manual*. Pay special attention to the tables of standards.
- Thursday, September 12, 9:15 am: week 3 & 4 reading discussion, Arcade meeting room (Cody).
- Friday, September 13, 6:00 pm: processing plan due to Cody.

5. **September 16-20**

- Begin independent shifts on the research desk.
- Continue DSL hours.
- Continue processing project: continue arranging and describing the collection.
- Reading:
 - Boles, Frank. *Selecting and Appraising Archives and Manuscripts*. Chicago: Society of American Archivists, 2005. pp. 43-54, 97- 120.
- Thursday, September 19, 9:15 am: week 5 reading discussion, Arcade meeting room (Cody).

6. **September 23-27**

- Continue independent shifts on the research desk.
- Continue DSL hours.
- Continue processing project: conclude arranging and describing the collection.

Week(s)

Assignments

- Reading:
 - Miller, Stephen J. *Metadata for Digital Collections*. New York: Neal-Schuman, 2011. Chapter 2 (pp. 25-58) and Chapter 6 (pp. 149-162).
- Thursday, September 26, 9:15 am: week 6 reading discussion, Arcade meeting room (Shannon).

7. September 30-October 4

- Continue independent shifts on the research desk.
- Continue DSL hours.
- Conclude processing project: enter description into Archivists' Toolkit and finalize housing.
- Create WorldCat account: <https://www.worldcat.org/account/?page=register>
- Begin property history assignment. Submit draft to Cody by Friday, October 4 at 6:00 pm.
- Reading:
 - Prom, Christopher, Erin O'Meara, and Kate Stratton. *Digital Preservation Essentials*. Chicago: Society of American Archivists, 2016. Module 12: Preserving Digital Objects (pp. 01-38).
- Thursday, October 3, 9:15 am: week 7 reading discussion, DSL (Elise)
- GA program mid-term evaluation

8. October 7-11

- Continue independent shifts on the research desk.
- Continue DSL hours.
- Begin next processing project: examine collection and begin writing processing plan
- Complete property history assignment.
- Readings:
 - Prom, Christopher, Erin O'Meara, and Kate Stratton. *Digital Preservation Essentials*. Chicago: Society of American Archivists, 2016. Module 13: Digital Preservation Storage (pp. 75-99).
- Thursday, October 10, 9:15 am: week 8 reading discussion, DSL (Elise).
- Friday, October 11, 6:00 pm: completed property history assignment due to Cody.

9. October 14-18

- Continue independent shifts on the research desk.
- Continue DSL hours.
- Continue processing project: complete processing plan.
- Begin character collection project.
- Design Facebook post using an item from your collection. Submit to Cody.

10. October 21-25

- Continue independent shifts on the research desk.
- Continue DSL hours.
- Continue processing project: review processing plan with Cody and, once approved, begin arranging and describing the collection.
- Continue character collection project.
- Design Facebook post using an item from your collection. Submit to Cody.

Week(s)

Assignments

- Readings:
 - Dryden, Jean. "Copyfraud or Legitimate Concerns? Controlling Further Uses of Online Archival Holdings," *The American Archivist* 74, no. 2 (Winter 2011) 522-543.
 - Danielson, Elena S. "Chapter 6: Archives and Privacy." *The Ethical Archivist*. Chicago: Society of American Archivists, 2010.
- Thursday, October 24, 9:15 am: week 10 reading discussion, Arcade meeting room (Cody).

11. October 28-November 1

- Continue independent shifts on the research desk.
- Continue DSL hours.
- Continue processing project: continue arranging and describing the collection.
- Continue character collection project
- Readings:
 - Pearman, Alice. "Teachers' Tales Go Online: Digitizing Oral Histories on Cassettes," *The American Archivist* 82, no. 1 (Spring/Summer 2019). 124-136.
 - Evans, Jeremy and Melissa Hernández Durán. "Rights Review for Sound Recordings: Strategies Using Risk and Fair Use Assessments," *The American Archivist* 81, no. 2 (Fall/Winter 2018) 323-372.
- Thursday, October 31, 9:15 am: week 11 reading discussion, DSL (Cody).

12. November 4-8

- Continue independent shifts on the research desk.
- Continue DSL hours.
- Continue processing project: continue arranging and describing the collection.
- Continue character collection project
- Readings:
 - Velte, Ashlyn, "Ethical Challenges and Current Practices in Activist Social Media Archives," *The American Archivist* 81, no. 1 (Spring/Summer 2018) 112-134.
- Thursday, November 7, 9:15 am: reading discussion, week 12 reading discussion, Arcade reading room (Cody).

13. November 11-15

- Continue independent shifts on the research desk.
- Continue DSL hours.
- Continue processing project: continue arranging and describing the collection.
- Continue character collection project

14. November 18-22

- Continue independent shifts on the research desk.
- Continue DSL hours.
- Conclude processing project: import contents list and add description to Archivists' Toolkit and

Week(s)**Assignments**

- finalize housing.
- Conclude character collection project. Submit to Cody by Friday, November 22nd, at 6:00 pm.
- Update resume with graduate assistant position and submit to Dr. Baldwin by Friday, April 26 at 6:00 pm. Refer to the Arkansas state job description for an archivist:
http://www.arkansas.gov/dfa/personnel_mgmt/jobs/view_classcode.cgi?class=P024C
- Friday, November 22, 6:00 pm: Updated resumes due to Dr. Baldwin.

15. November 25-29

- Thanksgiving week: graduate assistants out

16. December 2-6

- Conclude independent shifts on the research desk.
- Conclude DSL hours.
- Wrap up any unfinished projects.
- Tuesday, December 3, 9:00 am: Review resumes with Dr. Baldwin.
- Thursday, December 5, 10:00 am: Semester presentations during the staff meeting, ASI 205.
- GA program final evaluation

CAHC contact list

If, at any time, you have questions about any of the assignments on this document please use the below list to direct your questions:

Scheduling/time reports:	Laura McClellan Assistant Director	501.320.5780	lcMcClellan@ualr.edu
Manuscript processing/graduate student liaison:	Cody Besett Student Success Archivist	501.320.5774	clbesett@ualr.edu
Manuscript processing:	Adrienne Jones Research & Scholarly Communications Archivist	501.320.5770	aajones8@ualr.edu
Manuscript processing:	Kaye Lundgren Archival Assistant	501.320.5773	kmlundgren@ualr.edu
Digital Services Lab and projects:	Elise Tanner Director of Digital Projects & Initiatives	501.320.5770	emtanner@ualr.edu
Metadata, media concerns	Shannon Lausch Multimedia Archivist	501.320.5772	smlausch@ualr.edu