



Concentration of Study in Archives and Records Management (ARM)

Concentration Approved by SILS Faculty: April 16, 2008
Document Last Updated: December 1, 2014

This document provides course selection guidance for students in the School of Information and Library Science (SILS) at UNC, Chapel Hill, who are interested in pursuing careers in archives, special collections, records management or digital curation. Completion of these courses will result in a Master’s Degree with a concentration in ARM. Use the separate “Planning and Tracking Sheet for Concentration in Archives and Records Management (ARM)” to ensure that you have completed at least one course in each category.

Adding up the credit hours for the classes, you will find:

Course Area	Number of Credit Hours
A. Required for SILS Degree	28.5 (MSIS) or 19.5* (MSLS)
B. Intro to Archives (INLS 556)	3
C. Core Archival Functions (in addition to A)	12 (MSIS) or 15 (MSLS)
D. Electives (including any field experience)	4.5 (MSIS) or 10.5 (MSLS)
Total:	48

Students with an ARM Concentration can pursue either the MSIS or MSLS degree.

Preparation for a career in archives and records management is **not** associated specifically with either one of the masters degrees at SILS.

Introduction to Archives and Records Management (INLS 556) is one of the required classes for the ARM Concentration.

ARM students should complete INLS 556 during the first two semesters of study. INLS 556 is a prerequisite for INLS 757.

We recommend taking Organization of Information (INLS 520) before Principles of Archival Description (INLS 757).

If pursuing the MSLS degree, INLS 755 (Archival Appraisal) fulfills the requirement normally fulfilled by INLS 513 (Resource Selection and Evaluation)

* Archival Appraisal (INLS 755) fulfills the “Collection/Retrieval” requirement for the MSLS degree normally satisfied by taking INLS 513 (Resource Selection and Evaluation).

Take at least one class related to each of the core archival functions.

The following list represents 18 credit hours (MSIS) or 18 credit hours (MSLS), but 6 or 3 (respectively) of those hours will have been completed as part of the core requirements for the MSIS (INLS 509 or 523 and INLS 582) or MSLS (INLS 501) degree.

- **Reference, Access and User Services** - at least one of the following (3 Credits):
 - **Information Resources and Services (INLS 501)** - Analysis, use, and evaluation of information and reference systems, services, and tools with attention to printed and electronic modes of delivery. Provides a foundation in search techniques for electronic information retrieval, question negotiation, and interviewing. (3 Credits)
 - **Access, Outreach, and Public Service in Cultural Heritage Repositories (INLS 754)** - Explores user needs, information seeking behaviors, and provision of access to primary source materials in archives, manuscript repositories, and museums. User education and outreach are major focuses. (3 Credits)
- **Electronic Records Management (INLS 525)** - Explores relationships between new information and communication technologies and organizational efforts to define, identify, control, manage, and preserve records. Considers the importance of organizational, institutional and technological factors in determining appropriate recordkeeping strategies. (3 Credits)
- **Systems Analysis (INLS 582)** - Introduction to the systems approach to the design and development of information systems. Methods and tools for the analysis and modeling of system functionality (e.g., structured analysis) and data represented in the system (e.g., object-oriented analysis) are studied. (3 Credits)
- **Preservation** - at least one of the following (3 Credits):
 - **Digital Preservation and Access (INLS 752)** - Focuses on best practices for the creation, provision, and long-term preservation of digital entities. Topics include digitization technologies; standards and quality control: digital asset management; grant writing; and metadata.
 - **Preservation of Library and Archive Materials (INLS 753)** - An introduction to current practices, issues, and trends in the preservation of materials for libraries and archives with an emphasis on integrating preservation throughout an institution's operations.
- **Archival Appraisal (INLS 755)** - Explores the history, theories, techniques, and methods that archivists use to identify documents and other materials of enduring value for long-term preservation. (3 Credits) If you are pursuing the MSLS degree, INLS 755 fulfills the "Collection/Retrieval" requirement normally satisfied by taking INLS 513 (Resource Selection and Evaluation).
- **Principles and Practices in Archival Description (INLS 757)** - Explores the history, principles, development, and use of archival description with a focus on Encoded Archival Description (EAD) and MARC structures. Presents authority and subject analysis work and description for special formats. (3 Credits) [To be taken after INLS 556]
- **Design and Development of Access and Delivery Systems** – at least one of the following (3 Credits):
 - **Understanding Information Technology for Managing Digital Collections (INLS 465)** - Examines the evolution of information science; information representation, organization and management; information in social organizations; search and retrieval; human information seeking and interaction; policy, ethics and scholarly communications.
 - **Information Retrieval (INLS 509)** - Study of information retrieval and question answering techniques, including document classification, retrieval and evaluation techniques, handling of large data collections, and the use of feedback.
 - **Introduction to Database Concepts and Applications (INLS 523)** - Design and implementation of database systems. Semantic modeling, relational database theory, including normalization, indexing and query construction, SQL.

- **Programming for Information Professionals (INLS 560)** - An introduction to computer programming focusing on language fundamentals and programming techniques for library and information science applications. Emphasizes problem-solving through the development of practical applications that include text processing, file handling, user interfaces, and web data access. (3 Credits)
- **Policy-Based Data Management (INLS 624)** - Prepares students to develop and implement policies for digital repositories and curation of digital collections. (3 Credits)
- **Metadata Architectures and Applications (INLS 720)** - Examines metadata in the digital environment. Emphasizes the development and implementation of metadata schemas in distinct information communities and the standards and technological applications used to create machine understandable metadata.
- **Data Management and Curation (INLS 756)** - Explores the full range of data curation lifecycle activities starting with the design of good data, through content creator management, metadata creation, ingest into a repository, repository management, access policies and implementation, and data reuse.

Master's Paper

It is strongly recommended that students with an ARM Concentration choose master's paper topics that are relevant to ARM.

Change History:

Updates on December 1, 2014

- Course credit totals revised to reflect Fall 2013 changes to MSIS and MSLS curricula
- Added Programming for Information Professionals (INLS 560) to the Design and Development of Access and Delivery Systems category
- Course number for Data Management and Curation updated
- Other Suggested Electives section removed

Updates on January 9, 2012

- Added Data Management and Curation (INLS 890-046) and Understanding Information Technology for Managing Digital Collections (INLS 465) to Design and Development of Access and Delivery Systems
- Removed discussion about INLS 520 and INLS 521 (given SILS curriculum change to eliminate INLS 521)
- Added indication that Introduction to Archives and Records Management (INLS 556) is a prerequisite for Principles of Archival Description (INLS 757)

Updates on November 23, 2010

- Changed iRODS Rule Construction (INLS 490-161) to Policy-Based Data Management (INLS 624)
- Removed XML (INLS 890-126), because SILS is not currently offering this course on a regular basis
- Added line break before INLS 757