
Subject: Re: books for reserve winter 2020

Date: Tuesday, December 10, 2019 at 12:12:30 PM Pacific Standard Time

From: Michelle Caswell <caswell@gseis.ucla.edu>

To: Diana Ascher <ascher@gseis.ucla.edu>

Thank you!

Best,
Michelle

From: Diana Ascher <ascher@gseis.ucla.edu>

Sent: Tuesday, December 10, 2019 10:06 AM

To: Michelle Caswell <caswell@gseis.ucla.edu>

Cc: IS Lab Desk <islab@gseis.ucla.edu>

Subject: Re: books for reserve winter 2020

Dear Michelle,

I've ordered these books to be added to the IS Lab collection. As soon as they are accessioned, they will be placed on reserve for your course. Thanks very much for helping us ensure the IS Lab collection holds the titles that best support your teaching!

Fondly,
Diana

From: Michelle Caswell <caswell@gseis.ucla.edu>

Date: Monday, December 9, 2019 at 8:24 AM

To: Diana Ascher <ascher@gseis.ucla.edu>

Subject: books for reserve winter 2020

Dear Diana,

Could you please put the following books on reserve for winter 2020 for IS298B?

- Wayne Booth et al. *The Craft of Research, Fourth Edition*. Chicago: University of Chicago Press, 2016.
- Michel Foucault, *Discipline and Punish and The Birth of the Prison*, New York: Vintage Books, 1995.
- Edward Said, *Orientalism*, New York: Vintage Book, 1978 (reprinted 1994).
- Linda Tuhiwai Smith, *Decolonizing Methodologies: Research and Indigenous Peoples* (Zed Books, 2012). (Later edition okay.)

Thanks,
Michelle

Subject: Re: TAVP resource for our students

Date: Tuesday, November 26, 2019 at 11:48:03 AM Pacific Standard Time

From: Diana Ascher <ascher@gseis.ucla.edu>

To: Michelle Caswell <caswell@gseis.ucla.edu>

Dear Michelle,

I'd be thrilled to find a way to bring these resources to the IS Lab! Anything we can do to enhance the resources in support of your coursework is a top priority for the IS Lab. Do you have a sense of what their educational rates may be?

Some of the questions they will probably ask are:

1. How many students will view the training sessions?
2. How long will we need the sessions to be available?
3. Will the students be working in groups, or individually?
4. Will the training sessions be conducted in the IS Lab, or on individual laptops elsewhere? (IP addresses may be one way they lock down their content.)

Some questions I'd ask are:

1. Are we able to make the training sessions available in the IS Lab using a single username and login?
2. Do they offer long-term content packages for educational institutions that we might make available in the IS Lab the content of which is of interest/relevance to your courses or other courses in our curriculum?
3. Are there any grant opportunities we could target to underwrite the cost of this content?
4. If we only want these two sessions and you think we'd want them for a brief period of time every year, could we purchase access for three years at a reduced rate, or something?

Please let me know how you'd like to proceed.

Best,
Diana

From: Michelle Caswell <caswell@gseis.ucla.edu>

Date: Tuesday, November 26, 2019 at 9:19 AM

To: Diana Ascher <ascher@gseis.ucla.edu>

Subject: TAVP resource for our students

Dear Diana,

I was recently in Chicago at a meeting of the community archives collaborative, and went to a session about online training sessions developed by the Texas After Violence Project (TAVP), which is a community-based archives working with victims of state violence. The trainings are available here: http://texasafterviolence.org/?page_id=2627

It occurred to me that two of these training sessions ("Documenting Narratives of Violence: Why Its Important" and "Documenting Narratives of Violence: Trauma-Informed Interviewing"-- the two at the bottom of the page) would be incredibly useful for students in my community archives class in the spring. TAVP charges for access to the trainings. The staff there would be very amenable to negotiating

a class rate.

Is there an IS Lab budget for these kinds of resources? If so, I can start a message with the staff there to see what they might charge us for classroom access.

Thanks,
Michelle

Subject: Re: PhD Literature Review Training Session November 14
Date: Wednesday, October 23, 2019 at 2:42:20 PM Pacific Daylight Time
From: Michelle Caswell <caswell@gseis.ucla.edu>
To: Diana Ascher <ascher@gseis.ucla.edu>

Dear Diana,

Yes that is perfect! The date and time is perfect too. I will let the students know.

To give you a sense of this year's first year students, there are only four of them and they are all international. Any resources for ESL speakers would be most appreciated.

Thank you!

—Michelle

Sent from my iPhone

On Oct 24, 2019, at 7:39 AM, Diana Ascher <ascher@gseis.ucla.edu> wrote:

Hi Michelle,

Last year Anne asked me to facilitate a training session for the first-year PhD students to help them become familiar with the resources available for conducting literature review research. Diane Mizrachi led the students on an IS-themed tour of YRL and guided them through the databases at their disposal, etc. She has agreed to hold the workshop again this year, and is available on November 14 at 3pm. (I noticed there is a window with no Colloquium that day.) I'm assuming you'd like us to offer this every year, but wanted to make sure this is something that is in line with how you're running Colloquium this year.

If this sounds good to you, would you please let the students know to keep that date and time free for the session? We'll provide more detailed information as soon as everything is planned. Anne made the workshop (which is really more like a guided tour and Q&A session) mandatory last year.

Please let me know.

All best,
Diana

Diana L. Ascher, PhD, MBA
Director, IS Lab
Department of Information Studies
Graduate School of Education & Information Studies
University of California, Los Angeles
ascher@gseis.ucla.edu
she/her

<image001.png>

Subject: Re: [is-announce] Feb.23 SAADA event at UCLA
Date: Friday, January 25, 2019 at 9:51:29 AM Pacific Standard Time
From: Michelle Caswell <michellecaswell@gmail.com>
To: Diana Ascher <ascher@gseis.ucla.edu>

Fantastic! Thank you!

On Fri, Jan 25, 2019 at 9:50 AM Diana Ascher <ascher@gseis.ucla.edu> wrote:

Posted: <https://www.islab.gseis.ucla.edu/2019/01/25/history-from-different-angles-south-asian-american-stories-in-california/>

Hope you're doing well!!

Best,

Diana

From: <is-announce-request@lists.gseis.ucla.edu> on behalf of Michelle Caswell <michellecaswell@gmail.com>
Reply-To: Michelle Caswell <michellecaswell@gmail.com>
Date: Friday, January 25, 2019 at 9:06 AM
To: "is-announce@lists.gseis.ucla.edu" <is-announce@lists.gseis.ucla.edu>
Subject: [is-announce] Feb.23 SAADA event at UCLA

Join us for a day of archival outreach!

History from Different Angles: South Asian American Stories in California
February 23, 2019, 10am to 4 pm
Charles E. Young Research Library

South Asian Americans have been a presence in the United States for more than 130 years, yet their stories are little known. Early immigrants from South Asia worked on farms and factories, helped build railroads, fought for India's freedom from British rule, and struggled for equal rights at home. On Saturday, [February 23rd](#), the South Asian American Digital Archive (SAADA), in partnership with UCLA, presents History from Different Angles: South Asian American Stories in California, a one-day symposium about the earliest South Asian immigrants in California, featuring conversations with researchers, archivists, artists, and family members.

The event is free and open to the public, but registration is required.
For a full program and to register, visit:
<https://www.saada.org/ucla>

This event was made possible with support from [California Humanities](#), a non-profit partner of the National Endowment for the Humanities, with additional support from [UCLA Department of Information Studies](#), [UCLA Graduate School of Education and Information Studies \(GSEIS\)](#), and [UCLA Asian American Studies Center](#).

Subject: Re: Specialization Skills Demo Course in Archival Studies

Date: Wednesday, October 24, 2018 at 10:14:18 AM Pacific Daylight Time

From: Michelle Caswell <caswell@gseis.ucla.edu>

To: Anne Gilliland <gilliland@gseis.ucla.edu>, Diana Ascher <ascher@gseis.ucla.edu>

Dear Diana and Anne,

What a great idea! I'm indeed on sabbatical and concentrating on my research right now. I agree with Anne's suggestion to ask Shawn and Jean-François.

All the best,
Michelle

----- Original Message -----

From: "Anne Gilliland" <gilliland@gseis.ucla.edu>

To: "Diana Ascher" <ascher@gseis.ucla.edu>

Cc: "caswell" <caswell@gseis.ucla.edu>

Sent: Wednesday, October 24, 2018 10:05:56 AM

Subject: Re: Specialization Skills Demo Course in Archival Studies

Dear Diana,

I am copying Michelle on this to see what she would prefer. I also think that it would be good to ask Jean-François and Shawn, since they both have specific technological aspects relating to archives and recordkeeping in their curricula also.

Thank you,

Anne.

----- Original Message -----

From: "Diana Ascher" <ascher@gseis.ucla.edu>

To: "gilliland" <gilliland@gseis.ucla.edu>

Sent: Wednesday, October 24, 2018 9:58:57 AM

Subject: Specialization Skills Demo Course in Archival Studies

Hi Anne,

I'm working on building out a series of demo courses for the Specialization Skills Program we're designing here in the IS Lab. We aim to develop one course for each specialization as a proof of concept for a certificate program to supplement the MLIS curriculum. This will be entirely experimental, but rather than working in an echo chamber, I thought it best to involve at least one faculty member in each specialization to guide us in the desired skills and competencies (and practical simulations) that should be included in such a program.

I realize you have a ton on your plate right now, so I wonder whether you'd like to be the faculty member to represent Archival Studies, or if you'd prefer I ask Michelle Caswell to see if she'd participate even though she's on sabbatical. Please let me know when you have a moment.

Many thanks,
Diana

Diana L. Ascher, PhD, MBA
Director, Information Studies Research Lab
Department of Information Studies
Graduate School of Education & Information Studies
University of California, Los Angeles
ascher@gseis.ucla.edu<<mailto:ascher@gseis.ucla.edu>>

--

Anne J. Gilliland, Ph.D., www.dunrunda.co/
Professor and Associate Dean for Information Studies
Director, Archival Education and Research Initiative (AERI), aeri.website
Director, Center for Information as Evidence
Graduate School of Education and Information Studies

212 GSE&IS Building
University of California Los Angeles
Los Angeles, CA 90095-1520

Subject: Re: [is-announce] paid internships at community archives
Date: Monday, July 16, 2018 at 1:38:33 PM Pacific Daylight Time
From: Michelle Caswell <michellecaswell@gmail.com>
To: Diana Ascher <dianaascher@ucla.edu>

Thanks, Diana! I appreciate it!

On Mon, Jul 16, 2018 at 1:33 PM, Diana Ascher <dianaascher@ucla.edu> wrote:

This is phenomenal!!! Congratulations on securing this much-needed funding and experience!

On Jul 16, 2018, at 1:27 PM, Michelle Caswell <michellecaswell@gmail.com> wrote:

Call for Applicants
Paid Internships at Community Archives
Application due: Tuesday, August 14, 2018

Thanks to the generous support of the Andrew W. Mellon Foundation, UCLA's Department of Information Studies is able to fund 8 second-year Master of Library and Information Science (MLIS) and IS PhD students to complete paid internships at local community archives in Southern California during the 2018-2019 academic year.

Interns are expected to work 12 hours a week for 30 weeks (from September 24, 2018 to June 7, 2019, excluding school breaks) and will be paid a stipend of \$9,000 directly by UCLA. Stipends do not include tuition remission. Interns may be able to register for Internship or Fieldwork credits if they meet the course qualifications, as determined on a case-by-case basis.

The exact projects and duties will be contingent on which community archives sites are selected for participation and the nature of their proposed projects. Duties might include:

- Helping to create an infrastructure for the management of digitized materials.
- Creating metadata for digitized collections.
- Arranging and describing collections of archival materials.
- Creating bilingual finding aids.
- Working with donors to acquire collections.
- Creating and implementing a public relations and outreach strategy for community members to use archival materials.
- Creating an exhibition plan, collaborating with other institutions to organize exhibitions, and preparing materials for loan.
- Crafting a fundraising plan; leveraging community support to acquire funding from individual donors, foundations, and government agencies; crafting appeal letters; and applying for grants.

Other duties will include:

- Creating ethnographic field notes detailing observations at each community archives site and describing goals and work accomplished.
- Participating in evaluations of the project.
- Helping to co-author a white paper about the project.

Preference will be given to IS students who have taken the IS 433: Community-Based Archives course or have previous experience working with community archives. Qualified applicants will also have knowledge of the community archives landscape of Southern California, administrative experience, strong written and oral communication skills, and archival skills.

Successful applicants will be matched to organizations by UCLA program staff in August and September 2018.

The application consists of a resume (emailed as a word document or pdf) and a word document providing the following information:

1. Name, email, and phone number of student, as well as a written confirmation that the student is an incoming, second-year MLIS student or PhD student in UCLA's IS Department.
2. A brief (200 words maximum) explanation of why the student is interested in an internship at a community archives and what the student hopes to gain from such an internship.
3. A brief (200 words maximum) description of the skills that the student would bring to such an internship, including specific archival skills (description, donor relations, digital preservation, etc.), language skills, and cultural competencies.
4. A brief (150 words maximum) description of the kinds of community archives the student is most interested in working at, including, if possible, a ranked list of possible local community archives sites. Please also indicate, if applicable, preferred geographic location of internship within the greater Los Angeles area (for example, West Side, South Los Angeles, downtown Los Angeles, Orange County, East Los Angeles, etc.).
5. (Optional, if applicable) A brief (200 words maximum) description of community-based archival projects the student has already completed and would be interested in continuing through this internship program, if possible.

These two documents should be emailed to caswell@gseis.ucla.edu by **Tuesday, August 14, 2018**.

Questions? Please email Michelle Caswell, Associate Professor, UCLA: caswell@gseis.ucla.edu.