

Managing

Archival & Manuscript Repositories

MECHABLI, KURTZ



Thomas Wilsted, William Nolte

Managing Archival & Manuscript Repositories Michael J. Kurtz, 2004 The author provides an updated overview of the management talents needed to oversee an archives program He supplements his text with sample policies and planning documents from a variety of archival operations Managing Archival and Manuscript Repositories Thomas Wilsted, William Archival Basics Charlie Arp, 2019-05-08 Archival Basics for Historic Record Collections is an introduction to the concepts policies infrastructure and tasks needed to collect preserve and make archival collections available to researchers The book is based on content presented in workshops by the Council of State Archivists and presented in an on line course by the American Association of State and Local History since 2003 Arp focuses on the discreet tasks necessary to manage archival collections This is a practical how to book on managing archival collections designed for those who have responsibility for such collections but lack formal archival training The book begins by defining historic records archival collections and the differences between archives libraries and museums while identifying the steps needed to manage archival collections It then looks at collecting archival items including creating a collections policy documenting the acquisition of archival items and the steps needed to bring those items into an archives It discusses arranging preserving and describing archival collections so researchers can find the information they seek Next it goes over what is needed to store protect and make archival collections available to researchers. The last chapters contemplates the policies skills and infrastructure needed to successfully manage digital records and looks at creating digital copies of analog records to promote their use The book provides templates questionnaires and examples to enable the reader to create customized archival policies and procedures that accommodate the particular circumstances they find themselves in The book also contains exercises and guizzes designed to reinforce the retention and understanding of critical concepts In addition to examples it has lists of additional resources so those who want more detailed information on particular topics can find it This book is not the only reference book needed by those doing archival work but it should be the first book they need

Collections Journal Vol 6.1 N6.2 ,2016-05-06 Collections A Journal for Museum and Archives Professionals is a multi disciplinary peer reviewed journal dedicated to the discussion of all aspects of handling preserving researching and organizing collections Curators archivists collections managers preparators registrars educators students and others contribute **Library & Information Science Abstracts** ,2008 *Provenance* ,2004 *Managing Historical Records Programs* Bruce William Dearstyne,2000 Historical records are a focus and collecting area for many historical societies history museums and other historical agencies Yet many historical records programs face special challenges and needs including inadequate resource levels physical preservation problems and underdeveloped documentation appraisal and collecting policies In Managing Historical Records Programs Bruce Dearstyne's goal is to foster stronger more vibrant historical records programs by introducing the basics of archival work to historical agency personnel He describes strategies

approaches principles and best practices of strong programs while providing lots of examples checklists and appendixes that help solve complex problems An important resource for anyone considering starting a historical records program or wishing to strengthen an existing one Book jacket **Archives for the Lav Person** Lois Hamill, 2013 For volunteers or staff at small organizations collections management can be a daunting task Archives for the Lay Person is a guidebook for people who care for historical records photographs and collections but do not have the appropriate professional training Lois Hamill provides practical step by step guidance for managing all facets of archival collections from acquisition arrangement and description to storage and security The book also offers advice on how to utilize PastPerfect software for collections database Midwestern Archivist, 1990 *Archives 101* Lois Hamill, 2021-04-01 Archives 101 is a manual for people management who care for historical records photographs and collections and a textbook for those who want to learn Lois Hamill provides practical step by step guidance for managing all facets of archival collections from acquisition arrangement and description to storage and security The book also offers advice on how to integrate description in PastPerfect software with archival finding aids to optimize the strengths of each Archives 101 is written for those who manage cultural collections regardless of their professional education or institution type This comprehensive practical ready reference is authoritative yet accessible to all readers It addresses all phases in the process of managing cultural collections including use by researchers for exhibits work with other specialists such as conservators or appraisers and more The chapter on description incorporates the professional descriptive standard Describing Archives a Content Standard DACS into finding aids Guidance on the management of digitization projects for text documents and photographs includes equipment technical specifications file naming and management workflow delivery methods and copyright with examples and forms The Additional Reading Resources features many new resources that are reliable and free all URLs have been verified A convenient Glossary examples forms and ready reference appendices round out this handy volume The Management of College and University Archives William J. Maher, 1992-01-01 New in paperback Maher introduces the basic elements required for an archival program to meet the documentary needs of a college or university Both archivists and their administrative superiors can obtain a thorough understanding of archival work and its importance to their institution Beginning archivists experienced academic archivists archivists outside academe and related professionals will all benefit from this book which assesses the current status and conditions of academic archives articulates the basic principles that should determine the operating goals for academic archives and synthesizes external professional standards and techniques with a systematic overview of what is practical for academic archivists Cloth version previously published in 1992 The American Archivist ,2008 Includes sections Reviews of books and Abstracts of archive publications The Handbook of Archival Practice Patricia C. Franks, 2021-09-12 To meet the demands of archivists increasingly tasked with the responsibility for hybrid collections this indispensable guide covers contemporary archival practice for managing analog and digital materials

in a single publication Terms describing activities central to the archival process such as appraisal acquisition arrangement description storage access and preservation are included In addition responsibilities traditionally considered outside the purview of the archivist but currently impacting professional activities such as cybersecurity digital forensics digital curation distributed systems e g cloud computing and distributed trust systems e g blockchain are also covered The Handbook is divided into ten sections current environment records creation and recordkeeping systems appraisal and acquisition arrangement and description storage and preservation digital preservation user services community outreach and advocacy risk management security and privacy and management and leadership Some terms touch on more than one category which made sorting a challenge Readers are encouraged to consult both the table of contents and the index as a topic may be addressed in more than one entry A total of 111 entries by 105 authors are defined and described in The Handbook The majority 79 of the contributors were from the US 12 from Canada 7 from the United Kingdom 3 from Australia 1 each from Germany Jamaica New Zealand and the Russian Federation Because archival practice differs among practitioners in different countries this work represents an amalgamation The Handbook was written primarily for archival practitioners who wish to access desired information at the point of need However can also serve as a valuable resource for students pursuing careers Developing and Maintaining Practical in the archival profession and information professionals engaged in related fields *Archives* Gregory S. Hunter, 2020-04-14 Since its original publication Hunter's manual has been not only a rich and ready reference tool but also a practical resource for solving problems Catholic Library World and no text has served as a better overview of the field of archives Newly revised and updated to more thoroughly address our increasingly digital world including integration of digital records and audiovisual records into each chapter it remains the clearest and most comprehensive guide to the discipline Former editor of American Archivist the journal of the Society of American Archivists SAA Hunter covers such keystone topics as a history of archives including the roles of historical societies and local history collections in libraries new sections on community archives diversity and inclusion conducting a survey and starting an archival program selection appraisal acquisition accessioning and deaccessioning important points of copyright privacy and ethics arrangement of archival collections with a discussion of new theories description including DACS EAD and tools such as ArchivesSpace access reference and outreach with a look at how recent innovations in finding aids can help researchers preservation including guidance on how to handle rare books maps architectural records and artifacts digital records addressing new and popular methods of storage and preservation of email social media image files webpages Word documents spreadsheets databases and media files disaster planning security and theft prevention metrics assessment establishing employee procedures and policies working with interns and volunteers and other managerial duties public relations and marketing from social media and the Web to advocacy and professional guidelines and codes such as the newly developed SAA Statement of Core Values of Archivists Providing in depth coverage of both theory and practice this manual is

essential for archivists at all levels of experience and of all backgrounds **SAA Newsletter** ,1993 **Archival Outlook** Program American Association for State and Local History. Meeting, 1985 .2005 Collections Vol 5 N3 Collections, 2010-05-16 Collections A Journal for Museum and Archives Professionals is a multi disciplinary peer reviewed journal dedicated to the discussion of all aspects of handling preserving researching and organizing collections Curators Story Bridges Angela archivists collections managers preparators registrars educators students and others contribute Zusman, 2016-09-17 Angela Zusman offers an informative guidebook with step by step directions for planning and implementing intergenerational oral history projects using youth to interview elders An expert on these programs Zusman uses her experiences and those of other oral historians to show how community projects are organized youthful historians located and trained interviews conducted and the project archived for future community needs Included are a variety of sample documents and case studies designed to ease the process for the uninitiated **Understanding Archives and** Manuscripts James M. O'Toole, 1990

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