



# Managing Archives And Archivists

**James Gregory Bradsher**



## **Managing Archives And Archivists:**

*Managing Archives and Archival Institutions* James Gregory Bradsher, 1991-08-13 Drawing on the expertise of nineteen highly regarded American archivists *Managing Archives and Archival Institutions* establishes general principles that will be of practical value to archivists at all stages of professional development in all types of archival institutions Contributions reflect the broad scope of archival work today and the wide range of skills and expertise archivists must acquire to meet the challenges presented by modern records and archives

*Managing Archives* Caroline Williams, 2006-03-31 *Managing Archives* provides a practical guide to archives management It has three main target audiences those who have been tasked by their organization to manage its archives but who have no prior training those who are starting out as professionals or para professionals in a record keeping environment and need basic guidance and students who are currently studying for a professional qualification Basic guidance is supplemented by comprehensive references to professional literature standards web sites etc to enable the reader to further their studies at their own pace The text includes a range of optional activities that enable the reader to translate principles into practice and feel greater ownership with the guidance There is no similar book on the market There is known demand both from practitioners and students The book offers guidance in the implementation of archival processes in a range of institutional contexts and enables a universal application

**Archives & Archivists in the Information Age** Richard J. Cox, 2005 In today's information world the importance and need for archival collections and professionals to care for them cannot be understated Noted professor and author Richard J Cox provides an insightful guide to the new roles responsibilities and considerations for archival management Cox examines the role of archival collections in public scholarship distance learning and the digital era He explores the need for modern organizations that collect historical materials Chapters guide readers through the creation of job descriptions and the hiring of archivists and consultants Cox delineates the role of the archivist in the knowledge age the profession's changing credentials and specialties and the growing base of knowledge found in the field's scholarly works Informative and timely this guide contains vital new information for archivists records managers students and all information workers who are interested in understanding the important roles archivists play in modern institutions and the information profession

*The Management of Information from Archives* Michael Cook, 2017-03-02 This authoritative guide to the principles and practice of archives management in private and public sector organizations has been substantially revised It now provides detailed advice on changes in national and international standards and approaches in particular ISAD G International Standard Archival Description and ISASAR CPF International Standard Archive Authority Record The new edition also includes guidance on the interpretation of the *Manual of Archival Description* also published by Gower Michael Cook takes the reader through the history definition and function of archives and archival services international service models staffing and resource issues He explains how to set up and run a records management programme manage the interface with archival management conduct

a records survey set up retention schedules and organize appraisal acquisition and disposal in a way which ensures the service meets organizational and individual needs Chapters covering the arrangement coding and description of archival material and the administration of its physical storage demonstrate how efficient management facilitates the accessibility of archival information The book concludes with chapters on computing and user issues such as rights of access Freedom of Information security and data protection standards This key reference on best practice is intended for students and lecturers in archives administration and records management and for archives and records managers particularly those newly qualified or seeking professional registration Managers without formal qualifications but responsible for records or archives management and information managers working with archivists and records managers will find it helps to improve working methods and to run a more effective archives service within the modern information management environment

**Managing Archives and Archival Institutions** James Gregory Bradsher, 1988      **Archives and Records**

**Management** Mohit Gupta, 2008 Archives and Records Management is a comprehensive introduction to the complex field of records management The alphabetic filing rules are included along with methods of storing and retrieving alphabetic subject numeric and geographic records The global shift towards delivering services online requires organizations to evolve from using traditional paper files and storage to more modern electronic methods There has however been very little information on just how to navigate this changes until now This book provides the readers and archive maintain people about the implementation of archives and record management with the direction and guidance you need to make the transition as seamless as possible      **Archival Principles and Practice** Jeanette White Ford, 1990 Illustrating each precept in small easy to understand steps this book is designed to teach the major points in establishing and managing an archive Clearly covered are appraisal arrangement description preservation reference service the nature of archives and the need for archives and management of records A bibliography of technical books is appended

The Management of College and University Archives William J. Maher, 1992 Maher introduces the basic elements required for an archival program to meet the documentary needs of a college or university      Archives Laura Millar, 2010 Whether an institution has a collections orientation or whether it is primarily responsible for managing institutional archives in conjunction with an organizational records management programme those responsible for its archives and records management need specialist advice and practical guidance in the successful establishment and operation of an archival facility built on sound principles This authoritative handbook written by an archival professional with over 25 years experience offers just that Addressing the contextual strategic and operational issues associated with archives the text covers everything the archivist needs to know establishing principles policies and procedures managing day to day operations caring for different types of archival materials enhancing outreach and public access and ensuring the growth and sustainability of the institution and its services The key chapters are What are archives Archival institutions creatures of history and culture Archival service a matter of

trust Protecting archives Provenance original order and respect des fonds Appraising and acquiring archives Arranging and describing archives Making archives available The challenge of digital archives The final section of the book offers a glossary of terms and a wide range of specialist information including comprehensive lists of recommended further reading national institutions professional bodies and other sources of advice Readership This book is essential reading for anyone involved in managing archives Its straightforward and approachable language ensures that fundamental principles and practices are outlined clearly for novice archivists and non specialists experienced professionals will also find the work of immense value in validating or updating their understanding of archival operations The issues addressed are relevant to archival practice internationally particularly in English speaking countries and concepts in place in different parts of the world are examined in order to provide a global context **Leading and Managing Archives and Records Programs** Bruce W.

Dearstyne,2008 One of the profession s most influential thinkers has gathered thirteen prominent leaders from the USA and UK with proven track records in archives and records management to contribute to this important book Each of them reveals the secrets of their success and outlines what it takes to build and manage a dynamic high achieving archives and records program Representing government commercial and non profit organizations they include the former Archivist of the Smithsonian Institution the Archivist of the Coca Cola Company and the Head of the Cataloguing and Accessioning Unit of The National Archives UK In candid fascinating accounts of their leadership style and its impact in shaping and directing a program they cover the following key areas challenges and opportunities in leading archives and records management records management standards what they are and why they re important leading a successful records management program competing for relevance archives in a multi program organization the archivist and the corporation managing change a continuing issue preserving born digital records from central government departments building a university archive the state archives education and politics in New York Read this book to see expert management strategies at work and to understand the why and how of excellent programs You will come away with better solutions for management including devising effective mission policies and statements gauging and responding to the market for services dealing with institutional change overcoming budgeting and human resources challenges and much more Giving the lie to the adage that leaders are born not made this collection offers practical wisdom and useful advice that will help you take your leadership skills to the next level

*Managing Institutional Archives* Richard J. Cox,1992-05-30 Provides advice on the basic functions of an institutional archives administration appraisal preservation and security arrangement description and reference building internal and external support and cooperative opportunities Presents three case studies in the initial development of institutional archives that summarize the problems and challenges facing these kinds of programs *Leading and Managing Archives and Manuscripts Programs* Peter Gottlieb,David W. Carmicheal,2019 Leadership development requires intentionality and strategy Leadership skills are best learned by observing and following the examples of leaders and they are best taught through

mentoring In Leading and Managing Archives and Manuscripts Programs the editors share their personal experiences gleaned from a combined five decades of archival leadership regarding key functions of leaders and managers communication strategies resources and budgets leadership in transformative change and crisis building relationships within and beyond the archives and leadership development In the second half of the book five archival leaders further highlight essential aspects of leadership through their accounts of the challenges of directing programs in various institutional settings and what has proven effective In addition the former director of the Archival Leadership Institute describes how that program catapulted leadership development throughout the profession     Management Kate Theimer, 2014 Management Innovative Practices for Archives and Special Collections explores the kinds of challenges that managers of archival programs face today and how those challenges can be met to achieve optimal results while working within existing resources The book features thirteen case studies that demonstrate solutions to both traditional management concerns as well as new issues and opportunities presented by changes in technology and organizational environments The featured case studies are 1 We ll Never Let You Retire Creating a Culture of Knowledge Transfer 2 Raising Cash and Building Connections Using Kickstarter to Fund and Promote a Cultural Heritage Project 3 A Winning Combination Internships and High Impact Learning in Archives 4 A Thief in Our Midst Special Collections Archives and Insider Theft 5 Tackling the Backlog Conducting a Collections Assessment on a Shoestring 6 A Platform for Innovation Creating the Labs Environment at the National Archives of Australia 7 Setting Our Own Agenda Managing the Merger of Archives and Special Collections 8 Taking Control Managing Organizational Change in Archives 9 Implementing Pre Custodial Processing Engaging Organizations to Invest Resources in their Records 10 Building Effective Leaders Redesigning the Archives Leadership Institute 11 From Evaluation to Implementation Selecting Archival Management Software 12 More Bang for the Buck Sharing Personnel and Resources Across Institutions 13 Make a New Plan Stan Useful and Painless Strategic Planning The collected case studies present pragmatic approaches to challenges and opportunities that are common to organizations of all sizes and types Their common focus is on building stronger archival programs by making effective use of people technology and resources while working within organizational requirements and constraints The volume will be useful to those working in archives and special collections as well as other cultural heritage organizations and provides ideas ranging from the aspirational to the immediately implementable It also provides students and educators in archives library and public history graduate programs a resource for understanding the issues facing managers in the field today and the kinds of strategies archivists are using to meet these new challenges vironment at the National Archives of Australia 7 Setting Our Own Agenda Managing the Merger of Archives and Special Collections 8 Taking Control Managing Organizational Change in Archives 9 Implementing Pre Custodial Processing Engaging Organizations to Invest Resources in their Records 10 Building Effective Leaders Redesigning the Archives Leadership Institute 11 From Evaluation to Implementation Selecting Archival Management Software 12 More

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**Leading And Managing Archives And Manuscripts Programs** Peter Gottlieb, David W. Carmicheal, 2019-10-31 Leading and Managing Archives and Manuscripts Programs goes beyond conventional wisdom to provide plentiful examples of successful leadership practices from the archives field *The No-nonsense Guide to Archives and Recordkeeping* Margaret Crockett, 2015-11-23 This practical how to do it guide is ideal for professionals involved in the management of archives and records especially if they are just starting out or without formal training The book covers all aspects of recordkeeping and archives management It follows the records journey from creation through the application of classification and access techniques evaluation for business legal and historical value and finally to destruction or preservation and access in the archive Based on the internationally renowned training days run by the author and her business partner The No nonsense Guide to Archives and Recordkeeping deals with records and archives in all formats It utilizes checklists practical exercises sample documentation



case studies and helpful diagrams to ensure a very accessible and pragmatic approach allowing anyone to get to grips with the basics quickly The book is divided into four main work areas current records including creation filing classification and security records management including aims risks planning preparation and delivery archives management including collecting policies intellectual property rights appraisal digitization and outreach archival preservation including policy disaster prevention and repositories This one stop shop will be essential for a wide readership including archives and records assistants librarians information managers and IT professionals responsible for archives and records and managers of archives staff

**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 Local Government Archives** John H. Slate, Kaye Lanning Minchew, 2016-07-08 Here is a comprehensive authoritative introduction to the elements of day to day operations of local government archives with special emphasis on best practices and practical solutions and strategies for establishing and improving such things as storage environmental control staffing and intellectual control It includes a chapter on general consideration for preservation of electronic archival records Local government records are the records that most directly touch the lives of U S residents deeds and property records marriage licenses school transcripts law suits and more yet these records are often the most neglected records in the country This guide is designed to appeal both to trained archivists as well as to those without formal training but find they are dealing with the administration of an archives program in a municipality county parish township or borough or a quasi governmental entity such as a water district or a regional transportation authority Managing Local Government Archives describes and prescribes the essential elements and best practices of a local government archives program It is intended to be both a text for classroom instruction and a self help tool for both professional and paraprofessional archivists It is also intended to be helpful to local governments considering the planning and implementation of a formal archives program Coverage encompasses the various domains of archival enterprise as practiced in a local government setting acquisition appraisal arrangement and description preservation access relationship to the records management profession and other topics

**Guide to State and Provincial Archival Agencies, 1961** Society of American Archivists. Committee on State Archives, 1961 [Archives](#) Sue McKemmish, Michael Piggott, Barbara Reed, Frank Upward, 2005-06-01 Archives Recordkeeping in Society introduces the significance of archives and the results of local and international research in archival science It explores the role of recordkeeping in various cultural organisational and historical contexts Its themes include archives as a web of recorded information new information technologies have presented dilemmas but also potentialities for managing of the interconnectedness of archives Another theme is the relationship between evidence and memory in archives and in archival discourse It also explores recordkeeping and accountability memory societal power and juridical power along with an examination of issues raised by globalisation

and internationalisation The chapter authors are researchers practitioners and educators from leading Australian and international recordkeeping organisations each contributing previously unpublished research in and reflections on their field of expertise They include Adrian Cunningham Don Schauder Hans Hofman Chris Hurley Livia Iacovino Eric Ketelaar and Ann Pederson The book reflects broad Australian and international perspectives making it relevant worldwide It will be a particularly valuable resource for students of archives and records researchers from related knowledge disciplines sociology and history practitioners wanting to reflect further on their work and all those with an interest in archives and their role in shaping human activity and community culture

Effective Approaches for Managing Electronic Records and Archives

Bruce William Dearstyne, 2006 This is a book of fresh insights perspectives strategies and approaches for managing electronic records and for addressing the implications for archival programs operating in a digital environment The authors draw on first hand experience to present practical solutions including recommendations for building and sustaining strong electronic records programs The book addresses several themes Historical development of digital technologies and their impact on records creation and recordkeeping practices Definition and concept of electronic record Institutional and legal contexts for development of electronic records policies Roles for archival and records management programs in broader digital initiatives of their parent institutions Moving from theory to practice Strategies for developing and sustaining successful programs including leadership approaches partnering with records creators fostering development of new knowledge skills and abilities for information professionals and adapting and customizing programs

## Unveiling the Power of Verbal Art: An Emotional Sojourn through **Managing Archives And Archivists**

In a global inundated with displays and the cacophony of instant connection, the profound energy and psychological resonance of verbal beauty usually diminish into obscurity, eclipsed by the constant barrage of noise and distractions. However, nestled within the lyrical pages of **Managing Archives And Archivists**, a captivating work of literary splendor that pulses with natural feelings, lies an unforgettable trip waiting to be embarked upon. Composed by a virtuoso wordsmith, this enchanting opus guides visitors on a psychological odyssey, gently revealing the latent potential and profound affect embedded within the complicated web of language. Within the heart-wrenching expanse of this evocative examination, we can embark upon an introspective exploration of the book's main themes, dissect their captivating publishing style, and immerse ourselves in the indelible impression it leaves upon the depths of readers' souls.

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