



Providing
Reference Services
for Archives & Manuscripts

MARY JO PUGH



Reference Services For Archives And Manuscripts



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Reference Services for Archives and Manuscripts Laura B. Cohen,1997 From the creation and dissemination of finding aids for electronic resources to the implementation of marketing strategies to increase support and strengthen service Reference Services for Archives and Manuscripts shows you how to thrive in the changing world of archival reference. Intended to foster an appreciation of the issues both within and beyond the field of archives this book reveals that today's archivist is straddling the world of the traditional with the world of the new. Providing Reference Services for Archives and Manuscripts Mary Jo Pugh,1992 Reference Services for Archives and Manuscripts ,1996 *Reference and Access for Archives and Manuscripts* Cheryl Oestreicher,2023-03-31 Access and reference services are central to engaging with historical resources. As more people encounter archives for scholarly and avocational research as part of creative pursuits or to exercise their rights as citizens to access records the possibilities for how collections are used will continue to evolve. Archivists need to be familiar with who their users are understand why they're using archival collections and engage in outreach so that they can provide excellent reference services. Reference and Access for Archives and Manuscripts outlines the various components of providing physical intellectual and virtual access acquiring reference knowledge and skills navigating legal regulations and ethics and designing use policies and effective outreach. Cheryl Oestreicher contextualizes how all of these components fit within other archival functions and offers strategies and detailed practices for creating comprehensive reference programs that archivists can adapt for any type of institution. Both new and experienced archivists will find Reference and Access for Archives and Manuscripts a solid foundation on which to add their own ideas for how to bring people into the archives as well as bring archives to the people. Readers are encouraged to examine these concepts and practices in conversation with others and to consider how archivists can continue to advance reference and access.

Managing Historical Records Programs Bruce W. Dearstyne,2000-09-20 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 from inadequate resource levels physical preservation problems under developed documentation appraisal and collecting policies etc. In *Managing Historical Records* Dearstyne's goal is to foster stronger more vibrant historical records programs by introducing archival work and describing strategies approaches principles and practices of strong programs. Lots of examples checklists and appendices help in finding solutions and approaches. A must have resource for anyone considering starting a historical records program or who already has one and wants to strengthen it. **Reference Services in Archives** Lucille Whalen,2019-12-05 In this comprehensive volume on the reference process in archives first published in 1986 experts offer a wealth of ideas on making both the reference archivist's and the user's tasks more exciting and enjoyable. Encyclopedia of Library and Information Sciences John D. McDonald,Michael Levine-Clark,2017-03-15 The Encyclopedia of Library and Information Sciences comprising of seven volumes now in its

fourth edition compiles the contributions of major researchers and practitioners and explores the cultural institutions of more than 30 countries This major reference presents over 550 entries extensively reviewed for accuracy in seven print volumes or online The new fourth edition which includes 55 new entries and 60 revised entries continues to reflect the growing convergence among the disciplines that influence information and the cultural record with coverage of the latest topics as well as classic articles of historical and theoretical importance

Developing and Maintaining Practical 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

Writings on Archives, Historical

Manuscripts, and Current Records, 1985 *Public Services Issues with Rare and Archival Law Materials* Michael Widener, 2013-09-13 Rare books and archives come alive when consulted by readers and researchers from the Introduction In the administrative and budgetary environment of law librarianship outstanding reference service is crucial to the survival and growth of special collections *Public Services Issues with Rare and Archival Law Materials* offers practical suggestions for putting these valuable special collections to work Each chapter gives clear proven advice on making the most of rare book sections and archives to contribute to the mission of their libraries and parent institutions *Public Services Issues with Rare and Archival Law Materials* provides a comprehensive overview of issues in using these special collections It begins with an original study of the research habits of legal historians which can help you plan a strategy for making your collection more

accessible to scholars It concludes with thoughtful consideration of the ethical issues of using archived papers balancing the scholar s need to understand the inner workings of the legal system against the need for private court deliberations and attorney client privilege This wide ranging book provides the tools you need for keeping archives in active service including detailed instructions for the care and use of rare legal materials ideas for creating exhibits and outreach activities including Web sites suggestions for working with early books on Roman and canon law practical techniques for using archives in litigation and cooperating with attorneys a bibliography of law related archives and rare book librarianship This essential book will assist rare book librarians and archivists to provide better reference service by providing examples of best practice and solutions to common problems Public Services Issues with Rare and Archival Law Materials is an indispensable resource for law librarians archivists and scholars

Currents of Archival Thinking Heather MacNeil, Terry Eastwood, 2017-01-09 With new technologies and additional goals driving their institutions archives are changing drastically This book shows how the foundations of archival practice can be brought forward to adapt to new environments while adhering to the key principles of preservation and access Archives of all types are experiencing a resurgence evolving to meet new environments digital and physical and new priorities To meet those changes professional archivist education programs now one of the more active segments of LIS schools are proliferating as well This book identifies core archival theories and approaches and how those interact with major issues and trends in the field The essays explore the progression of archival thinking today discussing the nature of archives in light of present day roles for archivists and archival institutions in the preservation of documentary heritage Examining new conceptualizations and emerging frameworks through the lenses of core archival practice and theory the book covers core foundational topics such as the nature of archives the ruling concept of provenance and the principal functions of archivists discussing each in the context of current and future environments and priorities Several new essays on topics of central importance not treated in the first edition are included such as digital preservation and the influence of new technologies on institutional programs that facilitate archival access advocacy and outreach the changing legal context of archives and archival work and the archival collections of private persons and organizations Readers will also learn how communities of various kinds intersect with the archival mission and how other disciplines perspectives on archives can open new avenues

The Image and Role of the Librarian Linda S Katz, 2003-06-27 Get a unique insight into the image problems librarians face The Image and Role of the Librarian addresses all aspects of professional identity for librarians including professional roles cultural images popular perceptions and future trends The book examines historical representations stereotypes and popular culture icons and the r 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 archivists collections managers preparators registrars educators students and others contribute Thirty Years of

Electronic Records Bruce I. Ambacher, 2003-08-19 As the institution with the oldest largest and most actively managed program in the world the U S National Archives and Records Administration NARA encompasses thirty years of experience in appraising accessioning preserving describing and providing access to archival electronic records In this collection of essays twelve contributors each of whom has been involved in NARA s development discuss the application of archival theory and practice in NARA s development of these functions and trace how they evolved over time The result is a fascinating and awesome amalgam of achievement anecdote and aspiration

Outreach Services in Academic and Special Libraries Paul Kelsey, Sigrid Kelsey, 2003 Outreach Services in Academic and Special Libraries examines the creation and delivery of outreach programs designed to promote awareness of the library by meeting the information needs of underserved or uninformed patrons This book contains the experiences of academic and special librarians who describe a wide array of successful outreach programs that are in place throughout the country This valuable tool introduces professional librarians and library science students and faculty to current and highly innovative models of outreach services implemented in a variety of academic and special library settings

Distance Learning Hemalata Iyer, 2012-10-12 The demand for and technology needed to create effective distance learning programs are increasing at a breakneck pace Is your institution keeping up As educators information professionals are faced with the challenge of providing Web based library instructional materials in a time of ever changing technologies This book will help you address that daunting challenge examining ways to assess user needs to develop and offer well thought out information literacy courses to employ appropriate teaching methodologies and to determine the effectiveness of existing information literacy programs With Distance Learning Information Access and Services for Virtual Users you will examine the evolution and significance of asynchronous learning networks ALN and various issues in ALN including cost faculty and technology requirements the nature of the learning community social presence and collaborative environment virtual reference services including electronic journals subject directories the invisible Web and search engines the criteria for evaluating search results the role played by consortia and cooperative efforts in facilitating user access to library resources a review of selected literature addressing user characteristics and service staff issues involved in providing information support for distance education the strategies technologies and pedagogical issues surrounding the development of Web based library instruction tools includes Web page design copyright issues Web site maintenance and usability the award winning online information literacy course developed at Ulster County Community College in New York its development course modules and administrative challenges the library support services provided to distance learning students in the SUNY Plattsburg Telenursing Program the influence of cultural factors on interactions within and perceptions of distance education

Helping the Difficult Library Patron Linda S Katz, 2013-10-31 This insightful book shows you how to deal with an issue as old as the library profession interacting with problem patrons It looks at this fact of life that affects almost every facet of library work and provides practical solutions

some developed within the field and some borrowed from other professions that will improve reference services for those you serve and make the work of your library staff less stressful more productive and increasingly meaningful

Helping the Difficult Library Patron New Approaches to Examining and Resolving a Long Standing and Ongoing Problem examines the nature of the problem from historical and demographic perspectives ways of dealing with the problem in academic and public libraries competency based training techniques that will empower your frontline staff the impact of new technologies such as cellular phones and the Internet and ways of dealing with the new breeds of difficult patrons that come with them solutions from our colleagues what we can learn from the perspectives of others psychotherapists businesspeople and corporate managers you even get a Zen Buddhist viewpoint effective ways to utilize community resources such as campus and local police and much much more Nowhere in the library literature have so many practitioners and educators combined their efforts to examine and provide solutions to this ageless problem Library administrators staff and educators will find **Helping the Difficult Library Patron** a matchless resource

Library of Congress Subject Headings Library of Congress, 1990

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The Organization of Information Arlene G. Taylor, Daniel N. Joudrey, 2008-12-23 This third edition of Taylor's modern classic continues to articulate the theory principles standards and tools behind information organization As with previous editions it begins with strong justification for the continued importance of organizing principles and practice Following a broad overview of the concept and its role in human endeavors Taylor and Joudrey provide a detailed and insightful discussion of such basic retrieval tools as inventories bibliographies catalogs indexes finding aids registers databases major bibliographic utilities and other organizing entities and subsequently trace the development of the organization of recorded information in Western civilization from 2000 B C E to the present Standards of codification MARC SGML and various DTDs controlled vocabularies and ontologies and Web 2.0 technologies are but a sample of its extensive topical coverage **The Organization of Information** remains the title of choice for students and professionals eager to embrace the heritage immediacy and future of this fascinating field of study

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