



Providing
Reference Services
for Archives & Manuscripts

MARY JO PUGH



Providing Reference Services For Archives And Manuscripts Archival Fundamentals

Dorothy L. Moore



Providing Reference Services For Archives And Manuscripts Archival Fundamentals:

Providing Reference Services for Archives & Manuscripts Mary Jo Pugh, 2005 Reference Services for Archives and Manuscripts Laura B Cohen, 2012-11-12 Like their librarian colleagues reference archivists mediate between the user and the source material. However, given the nature of archival materials and of their holding repositories, unique issues arise. While such matters as provenance and original order and access and security continue to be vital underpinnings of their work, a myriad of other issues comes into play as reference archivists attempt to balance the competing demands of donors, researchers, the public, and the press. 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, *Reference Services for Archives and Manuscripts* reveals that today's archivist is straddling the world of the traditional with the world of the new. The book establishes its value as it guides you through new concerns such as how to take advantage of technological developments in appraisal, accession, and preservation; address copyright, privacy, and funding issues for electronic resources; mount archival cataloging records on local and wide area databases; create a publicly available site on the Internet; improve in-house access tools; professional abilities; and the caliber of public service; address security issues and respond to theft. *Reference Services for Archives and Manuscripts* also helps you by preparing you for changes in the relationship between archivist and researcher that will inevitably occur with further changes in technology. Other vital issues discussed are improved access for unserved and underserved groups; a revision in ethical codes; and the ability of archivists to become more customer-centered.

Providing Reference Services for Archives & Manuscripts Mary Jo Pugh, 2005 **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 The Writing Program Administrator's Resource Stuart C. Brown, Theresa Jarnagi Enos, 2005-04-11 The role of the writing program administrator is one of diverse activities and challenges and preparation for the position has traditionally come through performing the job itself As a result uninitiated WPAs often find themselves struggling to manage the various requirements and demands of the position and even experienced WPAs often encounter situations on which they need advice The Writing Program Administrator's Resource has been developed to address the needs of all WPAs regardless of background or experience It provides practical applicable tools to effectively address the differing and sometimes competing roles in which WPAs find themselves Readers will find an invaluable collection of articles in this volume addressing fundamental practices and issues encountered by WPAs in their workplace settings and focusing on the hows and whys of writing program administration With formal preparation and training only now beginning to catch up to the very real needs of the WPA this volume offers guidance and support from authoritative and experienced sources educators who have established the definitions and standards of the position who have run into obstacles and surmounted them and who have not just survived but thrived in their roles as WPAs Editors Stuart C Brown and Theresa Enos contribute their own experience and bring together the voices of their colleagues to delineate the intellectual scope and practices of writing program administration as an emerging discipline Established and esteemed leaders in the field offer insights advice and plans of action for the myriad scenarios encountered in the position encouraging WPAs and helping them to realize that they often know more than they think they do This resource is required reading for the new WPA and an essential reference for all who serve in the WPA role As a guidebook for WPAs it is destined to become a fixture on the desk of every educator involved with or interested in administering writing programs writing centers and writing across the curriculum efforts *Issuance of Revised NPS Museum Handbook Part II, Appendix D: Museum Archives and Manuscript Collections, 2008 ,2009* Archives for the Lay 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 management **Landmark Essays on Writing Program Administration** Kelly Ritter, MELISSA IANETTA, 2024-11-01 Leading with the provocative observation that writing programs administration lacks an established set of texts that provides a baseline of shared knowledge in which to root our ongoing conversations and with which to welcome newcomers Landmark Essays on Writing Program Administration focuses on WPA identity to propose one such grouping of texts This Landmark volume is the cornerstone resource for new Writing Program Administrators and graduate students seeking an ever important overview of the literature on Writing Program Administration Drawing broadly across scholarship in writing

programs and writing centers Ritter and Ianetta work to historicize theorize and problematize the ever shifting answers offered to the question Who or what is a WPA 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 quizzes 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

Archives 101 Lois Hamill,2021-04-01 Archives 101 is a manual for people 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 *Museum Handbook* United States. National Park Service,1984 *Museum Handbook: Museum records* United States. National Park Service,1991 **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 Building a Successful Archival Programme Marisol Ramos,Alma Ortega,2006-04-30 This valuable resource provides information on best practices and solutions to successfully establish an archival programme it uses a practical approach without the use of technical or theoretical jargon Additionally it serves as a companion text in a theoretical archival course The book provides easy to follow advice on how to assess the information needs of any institution and the greater community for which the archives were created to serve Guidelines for achievable goals are provided for starting an archives programme in an environment where a small budget or even a no budget can threaten the future of the archives First book that attempts to de mystify archives Practical approaches without the use of technical jargon Easy to follow Plans of Action **Guide for the Development and Management of Nursing Libraries and Information Resources** Dorothy L. Moore,1997 A guide to the process of developing a nursing library from library administration resources and services accreditation budgeting personnel management and public relations to collection development and evaluation cataloguing special collections and resource centers Annotation copyrighted by Book News Inc Portland OR *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 Organizing Archival Records David W. Carmicheal,2012-10-02 Many of our nation s historical records reside in small historical societies libraries cultural organizations houses of worship and museums The hard work of non professional archivists is to thank for preserving much of our documentary heritage Organizing Archival Records equips non professional archivists with the skills to tackle one of the most challenging tasks of archiving arranging and describing archival materials Carmicheal offers step by step guidance to understanding the purpose of organization and the essentials of how to do it He covers the basic terms and theory of organization and how to avoid some common pitfalls Carmichael brings this third edition into the 21st century with extended discussions about computerizing the process making descriptions available on the web and organizing electronic records With real world examples exercises and step by step directions anyone can organize archival materials in a professional manner Organizing Archival Records is an excellent resource for both computerized and manual organization and recordkeeping *Unsettling Archival Research* Gesa E Kirsch,Romeo García,Caitlin Burns Allen,Walker P. Smith,2023-03-22 The essays in this collection shed light on how tactical archival practices can decenter reshape and unsettle traditional archival methodologies Contributors include established scholars emerging scholars doctoral candidates and critical archival scholars **Local and Regional Government Information** Mary Martin,2005-02-28 Local and regional government information is essential to government workers corporate researchers students and many other citizens but finding a city ordinance or a county report can be a daunting experience This unique timesaving and easy to use reference guide offers strategies for locating local and regional government information including what to look for how and where to search and what to expect Leading users through the labyrinth of records and reports available from a wide variety of sources this guide provides tips on how to use sources effectively and efficiently in real world research An accessible overview covers the different types of government documents how local governments are organized and how to contact government agencies and archives The guide also describes the major general indexes and bibliographies covering local government information including the Index to Current Urban Documents and the BRB Public Record Research System Whether researching census records looking up local laws and regulations or determining eligibility for government assistance this reference offers indispensable assistance *Keeping Time* Lisa Hooper,Donald C. Force,2014-01-01 Music libraries often contain much more than books scores and recordings they are also home to a wealth of archival music materials Despite having archival holdings many music librarians struggle to provide adequate storage description and access to these materials Remaining cognizant of the wide variety of funding and staffing available to music libraries across North America this basic manual provides an entry point into the archival profession for

music librarians without formal archival training At the same time the manual also serves as a ready reference book for those already familiar with basic archival practices This manual discusses archival theory alongside archival principles and practices explaining key concepts and developments in acquisition appraisal arrangement description preservation digitization and funding These fundamentals are demonstrated throughout the manual by numerous examples and hypothetical situations a music librarian is likely to encounter while managing archival music collections

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