

10 Steps to Build an Effective Collections Strategy



Standardize Operations



Incorporate Automation for Time Management



Clarity in Payment Terms and Policies



Diversified Payment Options



Incentives for Timely Payments



Segment and Prioritize Accounts



Regular Data Audits and Updates



Adaptable Payment Plans



Personalized Reminder Communications



Evaluate Performance

Managing Special Collections

Alison Cullingford



Managing Special Collections:

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.

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
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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 BR 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 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 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 BR The volume will be useful to those working in archives and special collections as well as other cultural heritage organizations and provides

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How to Manage Processing in Archives and Special Collections Pam Hackbart-Dean, Elizabeth A. Slomba, 2013-10-01 Whether you manage numerous archivists operate as one member of a processing team or operate as a lone arranger How to Manage Processing in Archives and Special Collections is your go to guide for developing and managing a processing program *Managing Special Collections* A. M. Scham, 1987 The qualities unique to special collections set this department apart from the rest of the library and frequently from the library administration as well Managing Special Collections is a guide for the curator to develop and apply some of the basic administrative policies essential to the management of special collections Introduction

How to Manage Processing in Archives and Special Collections Pam Hackbart-Dean, Elizabeth Slomba, 2012-01-01 **Reference and Access** Kate Theimer, 2014-05-22 Reference and Access Innovative Practices for Archives and Special Collections explores how archives of different sizes and types are increasing their effectiveness in serving the public and meeting internal needs The book features twelve case studies that demonstrate new ways to interact with users to answer their questions provide access to materials support patrons in the research room and manage reference and access processes The featured case studies are Building Bridges Closing the Divide between Minimally Processed Collections and Researchers Managing Risk with a Virtual Reading Room Two Born Digital Projects Improvements on a Shoestring Changing Reference Systems and Processes Twenty First Century Security in a Twentieth Century Space Reviewing Revising and Implementing New Security Practices in the

Reading Room Talking in the Night Exploring Webchats to Serve New Audiences A Small Shop Meets a Big Challenge Finding Creative Ways to Assist the Researchers of the Breath of Life Archival Institute for Indigenous Languages The Right Tool at the Right Time Implementing Responsive Reproduction Policies and Procedures Going Mobile Using iPads to Improve the Reading Room Experience Beyond Trial by Fire Towards A More Active Approach to Training New Reference Staff Access for All Making Your Archives Website Accessible for People with Disabilities No Ship of Fools A Digital Humanities Collaboration to Enhance Access to Special Collections Websites as a Digital Extension of Reference Creating a Reference and IT Partnership for Web Usability Studies Each of these case studies deconstructs reference and access services into their essential elements interacting with people who have questions providing access to materials that meet researcher needs assisting researchers as they use materials and managing the processes needed to support reference and access 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 driving change in the field today and the kinds of strategies archivists are using to meet these new challenges

Reappraisal and Deaccessioning in Archives and Special Collections Laura Uglean Jackson, 2019-07-26 Archivists and archival institutions are reappraising and deaccessioning now more than ever before Archival reappraisal and deaccessioning have become vital tools for managing archival collections Reappraisal and Deaccessioning in Archives and Special Collections is the first book dedicated entirely to the topic of reappraising and deaccessioning in special collections and archives This edited volume features 13 chapters offering informed opinions practical recommendations and valuable examples for reappraising and deaccessioning Readers will gain important insight into the most important element of reappraisal and deaccessioning decision making Through mostly case studies the chapters address important issues inherent in these practices including ethical concerns donor relations appraisal questions and disposition options The case studies cover collaborative and solo projects various material types such as manuscripts records and artifacts and a range of scenarios from major projects involving thousands of linear feet of material to ad hoc projects removing single items Chapter topics include weeding vs deaccessioning getting rid of contaminated materials donor driven deaccessioning and using reappraisal and deaccessioning to improve access to existing collections Readers will find beneficial information on streamlining workflows carrying out procedures creating policies and implementing these practices locally Additionally the chapters cover the intricacies of disposition options such as transferring to other institutions returning material to donors and destruction This volume can serve as a valuable resource for large and small repositories experienced and novice archivists and those working with manuscript and archive collections

Trends in the Management of Library Special Collections in Film and Photography Primary Research Group, Inc, 2005 This special report looks at the management and development of America's thriving special collections in film

and photography The report profiles the following collections The University of Louisville the Photographic Archives the University of Utah alpha s Multimedia Collection The American Institute of Physics alpha Emilio Segre Visual Archives The News lm Library at the University of South Carolina The University of California Berkeley Pacific Film Archive the UCLA Film and Television Archive the Vanderbilt University Television News Archive The National Archives and Records Administration alpha s Special Media Preservation Laboratory the University of Washington alpha s Digital Initiatives The report covers digitization of photographs and lm special collection marketing collection procurement funding and financing approaches for optimizing both sales revenues and educational uses development of web based sale and distribution systems for photography and lm systems to assure copyright compliance the development of online searchable databases and many other aspects of lm and photography special collection management

The Special Collections Handbook Alison

Cullingford,2016-12-22 This comprehensive and no nonsense guide to working with special collections and rare books is an essential day to day companion Working with special collections can vary dramatically from preserving a single rare book to managing and digitizing vast mixed media archives yet the role of the information professional is always critical in tapping into the potential of these collections protecting their legacy and bringing them to the attention of the wider public This book offers up to date guidance which pulls together insights from best practice across the heritage sector to build innovative co operative and questioning mind sets that will help them to cope in turbulent times The Handbook covers all aspects of special collections work preservation developing collections understanding objects emergency planning security legal and ethical concerns cataloguing digitization marketing outreach teaching impact advocacy and fundraising New to this edition coverage of new standards and concepts including unique and distinctive collections UDCs The Leeds Typology Archive Accreditation PD 5454 2012 and PAS 197 discussion of the major changes to laws affecting special collections including UK copyright law relating to library archive exception and orphan works and forthcoming changes to data protection in the EU exploration of new trends in research including the rise of digital humanities open access the impact agenda and the REF updates to the sections on marketing audience development and fundraising to include social media customer journey mapping and crowdsourcing and more consideration of impact and indicators digitization and new skills frameworks from CILIP and RBMS This is the essential practical guide for anyone working with special collections or rare books in libraries archives museums galleries and other heritage organizations It is also a useful introduction to special collections work for academics and students taking library and information courses

Academic Archives Aaron D. Purcell,2012-02-09 Academic Archives is

designed to appeal to archivists of all ranks and experience archivists working both inside and outside of academic libraries archivists in training other information professionals library directors and members of the academic community

Trends in Rare Book & Documents Special Collections Management Caroline Rinaldy,2008 This special report examines the

management practices and business decisions of special collections libraries with a focus on rare books manuscripts maps

and other historical documents The report profiles the John J Burns Library of Rare Books and Special Collections at Boston College the Buffalo and Erie County Public Library the L Tom Perry Special Collections at Brigham Young University Provo the Huntington Library the Newberry Library the San Antonio Public Library the Watkinson Library at Trinity College the Special Collections Research Center at the University of Southern Illinois Carbondale and the Bancroft Library at the University of California Berkeley Interviews were conducted in November and December of 2007 Additional information through an online form was provided by San Jose State University Kent State University Map Library AGS Libraries University of Wisconsin Milwaukee and California State University Chico

Managing Special Collections Book Review: Unveiling the Power of Words

In a global driven by information and connectivity, the power of words has be evident than ever. They have the capacity to inspire, provoke, and ignite change. Such could be the essence of the book **Managing Special Collections**, a literary masterpiece that delves deep in to the significance of words and their impact on our lives. Written by a renowned author, this captivating work takes readers on a transformative journey, unraveling the secrets and potential behind every word. In this review, we shall explore the book is key themes, examine its writing style, and analyze its overall effect on readers.

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