

ORGANIZING ARCHIVAL RECORDS



A PRACTICAL METHOD OF ARRANGEMENT
AND DESCRIPTION FOR SMALL ARCHIVES

THIRD EDITION
DAVID W. CARMICHEAL

Organizing Archival Records A Practical Method Of Arrangement And Description For Small Archives

Lois Hamill



Organizing Archival Records A Practical Method Of Arrangement And Description For Small Archives:

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

Records and Information Management Patricia C. Franks, 2013 Benefiting LIS students and professionals alike Franks presents complete coverage of the records and information lifecycle model Encompassing paper electronic databases office suites email and new media records blogs wikis as well as records residing in the cloud software as a service the text addresses a full range of topics including The origins and development of records and information The discipline of information governance Creation capture classification and file plan development Retention strategies Access storage and retrieval Electronic records and electronic records management systems Emerging technologies such as web records social media and mobile devices Vital records disaster preparedness and recovery and business continuity Monitoring auditing and risk management Inactive records management archives and long term preservation Education and training Developing a strategic records management plan

Story Bridges Angela 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

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 **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 **Curating Oral Histories** Nancy MacKay,2017-07-05 The interview is completed the recorder packed away and you've captured the narrator's voice for posterity The bulk of your oral history is finished or is it Nancy MacKay archivist and oral historian addresses the crucial issue often overlooked by researchers How do you ensure that the interview you so carefully recorded will be preserved and available in the future MacKay goes carefully through the various steps that take place after the interview transcribing cataloging preserving archiving and making your study accessible to others Written in a practical instructive style MacKay guides readers step by step to make the oral history archive ready offers planning strategies and provides links to the most current information in this rapidly evolving field This book will be of interest to oral historians librarians archivists and others who conduct oral history and maintain oral history materials See more at <http://www.nancymackay.net/curating> **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

Teaching through the Archives Tarez Samra Graban,Wendy Hayden,2022-06-09 Disruptive pedagogies for archival research In a cultural moment when institutional repositories carry valuable secrets to the present and past this collection argues for the critical intellectual and social value of archival instruction Graban and Hayden and 37 other contributors examine how undergraduate and graduate courses in rhetoric history community literacy and professional writing can successfully engage students in archival research in its many forms and successfully model mutually beneficial relationships between archivists instructors and community organizations Combining new and established voices from related fields each of the book s three sections includes a range of form disrupting pedagogies Section I focuses on how approaching the archive primarily as text fosters habits of mind essential for creating and using archives for critiquing or inventing knowledge making practices and for being good stewards of private and public collections Section II argues for conducting archival projects as collaboration through experiential learning and for developing a preservationist consciousness through disciplined research Section III details praxis for revealing critiquing and intervening in historic racial omissions and gaps in the archives in which we all work Ultimately contributors explore archives as sites of activism while also raising important questions that persist in rhetoric and composition scholarship such as how to decolonize research methodologies how to conduct teaching and research that promote social justice and how to shift archival consciousness toward more engaged notions of democracy This collection highlights innovative classroom and curricular course models for teaching with and through the archives in rhetoric and composition and beyond

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

Fostering Family History Services Rhonda L. Clark,Nicole Wedemeyer Miller,2016-02-22 Here is everything you need to promote your library as a center for genealogical study by leveraging your collection to help patrons conduct research on ancestors document family stories and archive family heirlooms Websites social media and the Internet have made research on family history accessible Your library can tap into the popularity of the do it yourself genealogy movement by promoting your role as both a preserver of local community history as well as a source for helping your patrons

archive what's important to their family This professional guide will teach you how to integrate family history programming into your educational outreach tools and services to the community The book is divided into three sections the first introduces methods for creating a program to help your clients trace their roots the second provides library science instruction in reference and planning for local collections and the third part focuses on the use of specific types of resources in local collections Additional information features methods for preserving photographs letters diaries documents memorabilia and ephemera The text also includes bibliographies appendices checklists and links to online aids to further assist with valuating and organizing important family mementos

Digital Hampi: Preserving Indian Cultural Heritage
Anupama Mallik, Santanu Chaudhury, Vijay Chandru, Sharada Srinivasan, 2018-03-31 The book represents the culmination of a hugely successful heritage preservation project initiated by the Government of India's Department of Science and Technology It presents extensive research on the digital preservation of the history mythology art architecture and culture of the world heritage site Hampi in Karnataka the seat of the Vijayanagara dynasty in medieval India Further the book introduces readers to a range of techniques developed by Indian technical research groups for digitally preserving both the tangible and intangible cultural heritage of the region These techniques are sufficiently generic to be applied in heritage preservation efforts for other historical sites around the world as well Technological advances have made it possible to not only create digital archives of these heritage artifacts but to also share these resources for people to view explore experience and analyze This book showcases how cutting edge technology can be combined with cultural and historical research to digitize and preserve heritage It is the consolidation of work conducted under the Indian Digital Heritage project a unique initiative of the Department of Science Technology DST Government of India The project involved collaboration between researchers in the areas of Technology Computer Science Architecture and the Humanities for the digital documentation and interpretation of India's tangible and intangible heritage It highlights the art architecture and cultural legacy of the world heritage site of Hampi in Karnataka the medieval capital of the 14th 16th century Vijayanagara dynasty The contributors to this book are scientists and technology experts from prominent academic institutes in India such as the IITs Indian Institutes of Technology NIIT and NID National Institute of Design working in collaboration with some of India's top architects art historians anthropologists heritage groups and multi disciplinary cultural institutions such as the National Institute of Advanced Studies NIAS Their papers will introduce readers to cutting edge technologies from research areas such as computer vision 3D modeling and artificial intelligence as they are employed to preserve art and culture in the digital domain The book is divided into four parts Part 1 details efforts and techniques for modeling and representing the tangible heritage of Hampi such as the reconstruction of damaged structures realistic walk throughs and haptic rendering Part 2 includes chapters detailing the analysis and digital restoration of artifacts such as mural paintings inscriptions and sculptures as well as mobile based visual search for artifacts Part 3 includes chapters on conjectural reconstructions of the architectural life

social life and traditions of Hampi Lastly Part 4 addresses the knowledge based archiving and exploration of cultural heritage

Records and Information Management, Second Edition Patricia C. Franks, 2018-10-10 As Information Management put it On the strength of its currency and coverage alone Franks book is poised to take over as the recommended go to reference for both students and RIM professionals for many years to come The new second edition cements this work s status as an up to date classic its content updated and expanded to address emerging technologies most notably blockchain and evolving standards and practices Inside Franks presents complete coverage of the records and information lifecycle model encompassing paper electronic databases office suites email and new media records blogs chat messages and software as a service Informed by an advisory board of experts in the field and with contributions by noted authorities the text addresses such key topics as the origins and development of records and information the discipline of information governance and developing a strategic records management plan creation capture and classification retention strategies inactive records management archives and long term preservation access storage and retrieval electronic records and electronic records management systems the latest on rapidly evolving technologies such as web records social media and mobile devices vital records disaster preparedness and recovery and business continuity monitoring auditing and risk management and education and training This book s authoritative blend of theory and practice makes it a matchless resource for everyone in the archives and records management field Instructor trainer extras include a set of ready to go customizable PowerPoint slides to accompany the text Examination copies are available for instructors who are interested in adopting this title for course use

Curating Oral Histories, Second Edition Nancy MacKay, 2015-10-15 The greatly expanded second edition of Curating Oral Histories offers the same practical guidance as the first edition in the same engaging style but with enhanced content and context Updates on technology legal and ethical issues oral history on the Internet cataloging copyright and backlogs reflect current thinking in the field

Encyclopedia of Case Study Research Albert J. Mills, Gabrielle Durepos, Elden Wiebe, 2010 This is the authoritative reference work in the field An interdisciplinary set it investigates the extensive history design and methods of case study research

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

Libraries in the Information Age Denise K. Fourie, Nancy E. Loe, 2016-05-23 The book *Library Media Connection* cited as something all librarians need to have on their shelves is now thoroughly revised for today's 21st century library environment Covering both technology and library practices the title has been a go to text for librarians and library school students since 2002 Since the second edition of this must have book was published in late 2009 libraries have undergone profound changes primarily linked to advances in technology We've seen the debut of RDA the release of new Pew Research library and Internet use data and the establishment of digital repositories community MakerSpaces and community reads programs Of course libraries have also been affected by the expanding use of social media This thoroughly updated title addresses all these changes and more bringing you up to date on the monumental shifts impacting librarianship The book is designed to introduce LIS students to the profession preparing them to enter an exciting and evolving world It clarifies the changing roles and responsibilities of library professionals new paradigms for evaluating information and characteristics and functions of today's library personnel Among other subjects chapters cover preparing materials for use circulation reference services ethics in the information age Internet trends and job search basics References websites and publications at the end of every chapter point to further resources and appendices supply information such as policies the library bill of rights and the Freedom to Read statement

Wordcraft: Applied Qualitative Data Analysis (QDA): Vincent E. Faherty, 2009-11-11 *Wordcraft Applied Qualitative Data Analysis Tools for Public and Voluntary Social Services* is a practical text that helps students and social service personnel better evaluate agency programmes through the use of various qualitative documents which most agencies currently have readily available In order to fully evaluate an agency programme qualitative and quantitative methods should be considered Agencies have a wealth of data in narrative and textual format which also must be evaluated in order to gain a complete picture of the agency's performance These documents include case intake forms exit summaries social histories case progress notes and more This book aims to provide a straight forward guide to performing meaningful qualitative analysis in a step by step approach The second half of the book contains actual case illustrations of the various methods with actual published articles from SAGE journals Each case will contain margin notes introductory remarks and a complete discussion following the case

Arranging & Describing Archives & Manuscripts Kathleen Roe, 2005 Intended to provide the basic foundation for modern archival practice and theory

Selected Bibliography on Historical Records Administration, 2000

Art Libraries Journal, 2005

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Introduction

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