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# **MANAGING INSTITUTIONAL ARCHIVES**

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**Foundational Principles  
and Practices**

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**Richard J. Cox**

# Managing Institutional Archives

**Michael Cook**



## **Managing Institutional Archives:**

**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 *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 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 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 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 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 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 aspiration 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.

**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.

**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.

**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

**Managing Institutional Recordings** Beth Thompson, Liza Weisbrod, 2023 Institutional recordings represent a significant portion of the scholarly output of academic music schools and departments Audio and video recordings of faculty recitals student recitals ensembles and guest artists provide a unique record of musical life in an academic environment Libraries have often been responsible for describing preserving and providing access to these valuable collections Managing Institutional Recordings brings together a variety of articles on different aspects of collecting and managing institutional recording collections This compilation of essays and case studies written by known experts in the field explores solutions to managing collections in a variety of institutions across North America Topics include planning managing cataloging preservation and legal aspects of collections As a unique exploration of the topic Managing Institutional Recordings will provide readers with resources and guidance on their own institutional recording collections

**Knowledge Management Lessons Learned** Michael E. D. Koenig, Taverkere Srikantiah, 2004 Text surveys recent applications and innovations in knowledge management KM Demonstrates KM in practice revealing what has been learned what works and what doesn t

**DL Knowledge management 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

**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 Information handling in offices and archives Angelika Menne-Haritz,2014-11-21 No detailed description available for Information handling in offices and archives

**Managing Archives and Archival Institutions** James Gregory Bradsher,1988 **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 The Management of College and University Archives William J. Maher,1992-01-01 New in paperback Maher introduces the basic elements required for an archival program to meet the documentary needs of a college or university Both archivists and their administrative superiors can obtain a thorough understanding of archival work and its importance to their institution Beginning archivists experienced academic archivists archivists outside academe and related professionals will all benefit from this book which assesses the current status and conditions of academic archives articulates the basic principles that should determine the operating goals for academic archives and synthesizes external professional standards and techniques with a systematic overview of what is practical for academic archivists Cloth version previously published in 1992 *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

**Handbook of Research on Heritage Management and Preservation** Ngulube, Patrick, 2018-02-02 Archives museums and libraries are pivotal to the management and preservation of any society's heritage Heritage assets should be systematically managed by putting in place proper policies maintenance procedures security and risks measures and retrieval and preservation plans The Handbook of Research on Heritage Management and Preservation is a critical scholarly resource that examines different aspects of heritage management and preservation ranging from theories that underline the field areas of convergence and divergence in the field infrastructure and the policy framework that governs the field and the influence of the changing landscape on practice Featuring coverage on a broad range of topics such as community involvement records legislation and collection development this book is geared towards academicians researchers and students seeking current research on heritage management and preservation

**Archives and the Public Good** Richard J. Cox, David A. Wallace, 2002-06-30 This volume widens the perspective of the roles that records play in society As opposed to most writings in the discipline of archives and records management which view records from cultural historical and economical efficiency dimensions this volume highlights that one of the most salient features of records is the role they play as sources of accountability a component that often brings them into daily headlines and into courtrooms Struggles over control access preservation destruction authenticity accuracy and other issues demonstrate time and again that records are not mute observers and recordings of activity Rather they are frequently struggled over as objects of memory formation and erasure The 14 powerful case studies focus around four closely related themes explanation secrecy memory and trust They demonstrate how records compel shape distort and recover social interactions across space and time The diverse range of case studies includes the ownership of the Martin Luther King Jr papers the destruction of records on Nazi war criminals in Canada the politics of documents in the Iran Contra affair the failure of records management in the U S Internal Revenue Service the publication of tobacco company documents on the World Wide Web access to records associated with the U S government's infamous Tuskegee syphilis study the role of the U S National Archives in identifying assets looted by the Nazis in the wake of the Holocaust the destruction of public records by the South African government

during apartheid's final years the construction of foreign relations of the U S documentary histories the forgery corrupting recordkeeping systems and the collapse of foreign indigenous commercial banks

**College & University Essays in Records & Library Management** Etiwel Mutero, 2015-08-09 This book is a collection of essays articles on records management archives management and library science covering a number of topics such as cataloging and classification preservation of records archives administration archives finding aids information retrieval duties of an archivists records management concepts life cycle and continuum etc Essays suit college and university student studying Records and Archives Management and Library and Information Science

Developing and Maintaining Practical Archives Gregory S. Hunter, 2020-04-14 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

Immerse yourself in the artistry of words with is expressive creation, **Managing Institutional Archives** . This ebook, presented in a PDF format ( \*), is a masterpiece that goes beyond conventional storytelling. Indulge your senses in prose, poetry, and knowledge. Download now to let the beauty of literature and artistry envelop your mind in a unique and expressive way.

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