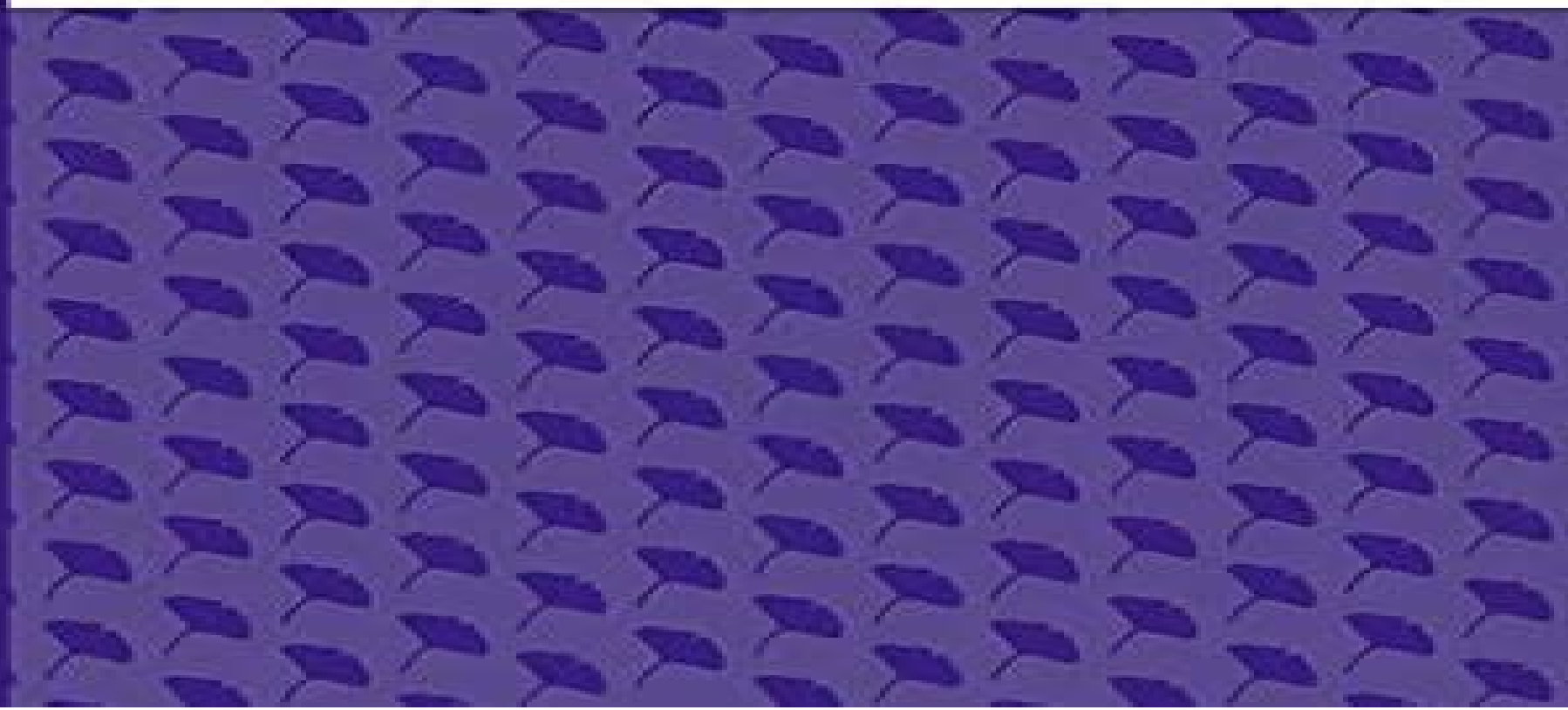




Preserving Archives & Manuscripts

SECOND EDITION

MARY LYNN RITZENTHALER



Preserving Archives And Manuscripts

Charlie Arp



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Preserving Archives and Manuscripts Mary Lynn Ritzenthaler, Society of American Archivists, 1993 **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 *Advancing Preservation for Archives and Manuscripts* Elizabeth Joffrion, Michele Valerie Cloonan, 2023-03-31 Divided into three parts the book covers preservation frameworks the nuts and bolts of implementing and managing a preservation program and the ethical and moral implications of preservation practices Holding both the history of archival preservation and the current digital preservation landscape in mind Elizabeth Joffrion and Mich le V Cloonan have developed holistic principles and context for archival preservation that incorporate analog and digital approaches They consider how More Product Less Process can inform preservation strategies examine sustainable practices that are sensitive to the impact of human activity on the environment offer effective programmatic approaches to risk management advocate for inclusive and community focused preservation and highlight the similarities and differences in preservation practices among libraries archives and museums Whether you re new to the profession or experienced in preservation management you will find a valuable framework for thinking about how preservation is practiced today and how it may be carried out in the future to steward your collections and serve your

communities Readers will also discover that Advancing Preservation for Archives and Manuscripts complements and augments Mary Lynn Ritzenthaler's classic manual Preserving Archives and Manuscripts *Collections Vol 6 N4* Collections, 2011-08-16 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 Providing Reference Services for Archives and Manuscripts Mary Jo Pugh, 1992 **The Writing Program Administrator's Resource** Stuart C. Brown, Theresa Jarnagi Enos, 2005-04-11 This handbook offers wisdom and guidance from experienced college writing program administrators It is intended for WPAs at all levels of experience *Understanding Archives & Manuscripts* James M. O'Toole, Richard J. Cox, 2006 This volume introduces students and beginning practitioners to the fundamentals of working with and preserving archival records and manuscripts Sample topics include the history of the archives profession the organization of archival records and the values that inform practice A new chapter on contemporary challenges in the archival world has been added for the second edition and the bibliographic essay has been updated **Managing Historical Records Programs** Bruce William Dearstyne, 2000 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 including inadequate resource levels physical preservation problems and underdeveloped documentation appraisal and collecting policies In *Managing Historical Records Programs* Bruce Dearstyne's goal is to foster stronger more vibrant historical records programs by introducing the basics of archival work to historical agency personnel He describes strategies approaches principles and best practices of strong programs while providing lots of examples checklists and appendixes that help solve complex problems An important resource for anyone considering starting a historical records program or wishing to strengthen an existing one Book jacket *Organizing Archival Records* David W. Carmicheal, 2018-10-03 Much of our nation's documentary heritage resides in small historical societies libraries cultural organizations houses of worship and museums The preservation of this heritage often depends on the dedicated efforts of people who in their workaday world practice some profession other than archivist For twenty five years *Organizing Archival Records* has equipped non professional archivists to tackle the challenging task of arranging and describing archival materials The latest edition preserves the practical easy to follow step by step approach of earlier editions while updating its content to reflect current archival practices practical ways to arrange and describe digital records simple tools you can use to manage and store your descriptions whatever the level of your computer skills how to share your descriptions with others why provenance and original order are foundational to arrangement and description how the principles codified in SAA's Describing Archives A Content Standard can guide your arrangement and description process an expanded discussion of related topics including appraisal security safe handling of records storage conditions and what to do with all the records

that were in your archives before you read *Organizing Archival Records* *The Preservation Management Handbook* Ross Harvey, Martha R. Mahard, 2020-02-06 Preservation how to for every medium Cultural heritage professionals museum curators museum professionals archivists and librarians use their specialized knowledge to prioritize the needs of their collections Preservation managers and collections care specialists draw from experts in climate control fire safety pest management and more in assessing a collection and its needs And all the special materials within the collections have their experts too This revised second edition contains a wide range of topic specific expertise that comprises both an enduring text for preservation and collections care students as well as an essential one stop reference for cultural heritage professionals particularly those in small to medium sized organizations where resources are limited and professional help is not always accessible Chapter coverage includes PART I FUNDAMENTALS Chapter 1 Mapping the Preservation Landscape for the Twenty first Century Chapter 2 Preservation Principles Chapter 3 Managing Preservation Policy Assessment Planning Chapter 4 Security and Disaster Planning PART II COLLECTIONS Chapter 5 Artifacts and Information Chapter 6 The Environment Chapter 7 Creating Preservation friendly Objects PART III MEDIA AND MATERIAL Chapter 8 Putting it all together environment and storage quick reference guides Chapter 9 Paper Objects and Books Chapter 10 Photographic Materials Chapter 11 Digital Prints A Carver Kubik Chapter 12 Sound Materials Chapter 13 Moving Image Materials Chapter 14 Digital Storage Media and Files Chapter 15 Textiles Chapter 16 Paintings In addition to updated and expanded existing content a new chapter on digital prints has been added to the Media and Material Also new is Expanded information on disaster planning A quick guide to good better and best preservation practices to help institutions strive to improve their own activities A comparative terminology guide to assist in greater understanding between LAMs and two quick references for temperature and relative humidity preferences for a wide range of collection materials This comprehensive handbook is an invaluable reference **Museum Registration Methods** John E. Simmons, Toni M. Kiser, 2020-06-22 Since the first edition was published in 1958 Museum Registration Methods has defined the profession and served as a fundamental reference for all aspects of collections registration care and management The sixth edition of Museum Registration Methods is a comprehensive guide to registration and collections management for museums from acquisition to use and deaccessioning The authors and other contributors come from a wide variety of museums and specializations The 56 chapters in this edition are either new or updated and include the history of the profession the role of the registrar in the museum managing very large collections developing and implementing collection management policies documentation of collections accessioning condition reports deaccessioning repositories and provenance research Contemporary and digital art living and natural history collections loans exhibitions found in collection objects shipping records management and electronic data management are also addressed along with object handling and numbering digitization condition reporting preventive care storage on and off site inventory moving and packing shipping nationally and internationally couriating risk assessment

security insurance integrated pest management ethics sustainability sacred and culturally sensitive objects intellectual property rights appraisal ethical and legal issues and research The book includes a comprehensive resource list glossary hypothetical situations to ponder and model collection forms *Preservation Microfilming* Association of Research Libraries,1996 This guide presents information on planning and managing microfilming projects incorporating co operative programmes service bureaux and the impact of automation for library staff with deteriorating collections **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 demystify archives Practical approaches without the use of technical jargon Easy to follow Plans of Action [Open Access Implications for Sustainable Social, Political, and Economic Development](#) Jain, Priti,Mnjama, Nathan,Oladokun, O.,2020-09-18 Open access publishing can be used as a strategic tool to avail access to information and achieve universal literacy Open access has gained importance over the past 15 years by making knowledge available to all without any barrier of affordability or restrictions on using this knowledge to inform and develop Open access contributes to scientific research excellence disseminates research results to a wider community and promotes multi disciplinary and collaborative research Issues of sustainable development and open access are major concerns in librarianship and information management particularly as the international library and information management community is focusing on how to contribute to the Sustainable Development Goals Open Access Implications for Sustainable Social Political and Economic Development is a pivotal reference source that provides an understanding of the concept of open access within the context of social political and economic development and deliberates the critical issues and challenges that face the implementation of open access and its impact on the global economy and sustainable development While highlighting a broad range of topics including digital scholarship open data and ethics this book is ideally designed for librarians information science professionals government officials policymakers academicians researchers and students *Public History* Thomas Cauvin,2016-05-20 Public History A Textbook of Practice is a guide to the many challenges historians face while teaching learning and practicing public history Historians can play a dynamic and essential role in contributing to public understanding of the past and those who work in historic preservation in museums and archives in government agencies as consultants as oral historians or who manage crowdsourcing projects need very specific skills This book links theory and practice and provides students and practitioners with the tools to do public history in a wide range of settings The text engages throughout with key issues such

as public participation digital tools and media and the internationalization of public history Part One focuses on public history sources and offers an overview of the creation collection management and preservation of public history materials archives material culture oral materials or digital sources Chapters cover sites and institutions such as archival repositories and museums historic buildings and structures and different practices such as collection management preservation archives objects sounds moving images buildings sites and landscape oral history and genealogy Part Two deals with the different ways in which public historians can produce historical narratives through different media including exhibitions film writing and digital tools The last part explores the challenges and ethical issues that public historians will encounter when working with different communities and institutions Either in public history methods courses or as a resource for practicing public historians this book lays the groundwork for making meaningful connections between historical sources and popular audiences

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

Introduction to Archival Organization and Description Michael J. Fox, Peter L. Wilkerson, 1999-02-11 An archival collection is a unique body of information created at a particular time by a particular organization or individual as a result of a particular activity If the cultural record contained in an archive is to be accessible the archivist must examine organize and describe each collection individually Introduction to Archival Organization and Description guides the novice to an understanding of the nature of archival information and documentation Chapters cover topics such as the characteristics of archival materials the gathering and analysis of information for archival description and the implementation of descriptive tools in information systems The Introduction to series acquaints professionals and students with the complex issues and technologies in the production management and dissemination of cultural heritage information resources

Managing Records Elizabeth Shepherd, Geoffrey Yeo, 2003 Many organizations do not yet have a formal programme of records management but increasingly they are recognizing the benefits of well managed records and the serious consequences of inadequate records systems Establishing records management and maintaining an effective programme requires specialist expertise This essential manual of practice provides a detailed guide to the concepts skills and techniques of records

management for organizational staff who have a responsibility for setting up maintaining or restructuring a records management programme It offers invaluable advice on the management of records in both electronic and traditional paper media and focuses on the following areas understanding records management analysing the context for records management classifying records and documenting their context creating and capturing records managing appraisal retention and disposition maintaining records and assuring their integrity providing access implementing records management The appendices provide a wealth of additional information including a list of standards for records management an annotated bibliography and sources of further information and details of professional and advisory bodies Readership This much needed manual is an indispensable purchase for organizations wishing to introduce better practices for managing their records The book is intended to be of value to experienced records managers as well as LIS practitioners and newcomers to the field It should be on the desk of every manager and every information professional with responsibility for records management

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

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