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Developing And Maintaining Practical Archives: A How-To-Do-It Manual (How-To-Do-It Manuals For Libraries)



Synopsis

Library Journal and other review journals raved about the first edition of this now-standard guide. This new edition has been completely updated and expanded to include crucial new information on digital records, encoded archival description (EAD), copyright issues, post-9/11 security concerns, international perspectives on these issues--content that makes this manual essential for archivists of all backgrounds. Setting up archives, appraisal and accessioning, acquisition strategies and policies, arrangement description, reference and access, preservation, and electronic records are just some of the topics covered in both theory and practice in this clear, comprehensive, and practical guide.

Book Information

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Customer Reviews

Developing And Maintaining Practical Archives is a thorough and professional quality "how-to" instruction manual to keeping corporate, academic, or community library archival records so that information retrieval is comprehensive, user friendly, "on demand", and best suited to the needs of a particular situation. From a walkthrough of how to properly conduct a survey; to starting an archival program; to security and disaster planning; to digital records, and so much more, the individual chapters deftly cover topics with an instructional text embedded with sound practical applications. Developing And Maintaining Practical Archives is a "must-read" for anyone charged with building or maintaining an archive.

This book provides practical and thorough directions for the smooth and efficient management of an archive. It is a must-have for new archivists and a good addition for even the most seasoned archivist's library.

I found this text very informative with a great deal of practical information, without being wordy or dry. My only regret is that it is not available in a newer edition; too much is changing in the field of digital archives and it would be nice to see the author address more of the changes to come.

Despite being a bit outdated, it is a good book for anyone who is considering archives as a specialty. You will need to read additional sources covering internet, digital preservation and EAD. The book is easy to read, gets to the point quickly and has good follow-up notes. Overall, I recommend it as a good starting point.

Great transaction with seller, first of all. Secondly, this text is wonderful. Intended for use at the graduate level, this book remembers that readers can't all see text smaller than size 10 pt. easily. The best thing about this book, however, lies in the epic margins. I'm buying this book as an aspiring archivist, and love that I can take as many notes as I need/want to right on the page. Thank you for not insulting our intelligence by filling the would-be huge margins with "did you know"s and vocab words (as 90% of my undergraduate texts insisted upon).

read and one of the better archival books I've read. Most of them are uppity in how they are written. This book was written in layman's terms and an easy read.

The book has good advice, but is large and difficult. It would be better as an ebook.

Excellent introduction for emerging archivists.

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