

Managing an archival collection

Guiding principles and archival basics

Archiving: Peter Shaw



Your story, our history

Managing Special Collections

Laura Uglean Jackson

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.

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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 **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

[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

[Academic Archives](#) Aaron D. Purcell, 2012-02-09 This new definition of academic archives programs has redefined the role and training of academic archivists This book gives you the tools to fill

that role including collection strategies a management plan for electronic records and development strategies for starting a campus records management program **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

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 **The Management of College and University Archives** William J. Maher,1992 **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 **Management of Library and Archival Security** Robert Keating O'Neill,1998 Offers insights from a former FBI agent a preservation specialist and an archivist to provide information about safeguarding library and archive collections against theft inventory standards insurance recovery plans user records internal audits environmental conditions temperature control building design reformatting deteriorating materials limiting handling of materials and natural disasters Annotation copyrighted by Book News Inc Portland OR *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

How to Manage Your Records Gelman Library. University Archives and Records Management Program,1995 **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 alpha s thriving special collections in lm 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 Paci c 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 **Description** Kate Theimer,2014 *Description Innovative Practices for Archives and Special Collections* explores how archives of different sizes and types and enhance the accessibility of their holdings It features eleven case studies to help archivists and special collections librarians better describe their collection so that users can locate the right materials This volume will be useful to those working in archives and special collections as well as other

cultural heritage organizations and provides ideas ranging from those that require long term planning and coordination to ones that could be immediately implemented It also provides students and educators in archives library and public history graduate programs a resource for understanding the variety of ways materials are being described in the field today and the strategies archivists are using to ensure collections can be easily found Back cover *The Digital Archives Handbook* Aaron D. Purcell, 2019-02-08 The Digital Archives Handbook provides archivists a roadmap to create and care for digital archives Written by archival experts and practitioners Purcell brings together theoretical and practical approaches to creating managing and preserving digital archives The first section is focused on processes and practices including chapters on acquisitions appraisal arrangement description delivery preservation forensics curation and intellectual property The second section is focused on digital collections and specific environments where archivists are managing digital collections These chapters review digital collections in categories including performing arts oral history architectural and design records congressional collections and email The book discuss the core components of digital archives the technological infrastructure that provides storage access and long term preservation the people or organizations that create or donate digital material to archives programs as well as the researchers use them and the digital collections themselves full of significant research content in a variety of formats with a multitude of research possibilities The chapters emphasize that the people and the collections that make up digital archives are just as important as the technology Also highlighted are the importance of donors and creators of digital archives Building digital archives parallels the cycle of donor work planning cultivation and stewardship During each stage archivists work with donors to ensure that the digital collections will be arranged described preserved and made accessible for years to come Archivists must take proactive and informed actions to build valuable digital collections Knowing where digital materials come from how those materials were created what materials are important what formats or topical areas are included and how to serve those collections to researchers in the long term is central to archival work This handbook is designed to generate new discussions about how archivists of the twenty first century can overcome current challenges and chart paths that anticipate rather than merely react to future donations of digital archives *Project Management in the Library Workplace* Alice Daugherty, Samantha Schmehl Hines, 2018-05-11 This volume of Advances in Library Administration and Organization attempts to put project management into the toolboxes of library administrators through overviews of concepts analyses of experiences and forecasts for the use of project management within the profession *Preservation and the Management of Library Collections* John Feather, 1996 This revised edition provides a comprehensive overview of the management and preservation of information in both traditional and electronic formats It gives a broad overview for the beginner but has sufficient depth to satisfy the more advanced **Trends in Photography Special Collections Management** Joan Oleck, 2011 This monograph profiles the management practices and other business decisions of nine high profile photo collections The photographic collections profiled represent a

braod range of public and private institutions of varying sizes from the 11 5 million Image Collection of the National Geographic Society to the much smaller but certainly significant 120 000 image collection of the International center of Photography in New York Introduction

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Table of Contents Managing Special Collections

1. Understanding the eBook Managing Special Collections
 - The Rise of Digital Reading Managing Special Collections
 - Advantages of eBooks Over Traditional Books
2. Identifying Managing Special Collections
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Managing Special Collections
 - User-Friendly Interface
4. Exploring eBook Recommendations from Managing Special Collections
 - Personalized Recommendations
 - Managing Special Collections User Reviews and Ratings
 - Managing Special Collections and Bestseller Lists
5. Accessing Managing Special Collections Free and Paid eBooks
 - Managing Special Collections Public Domain eBooks
 - Managing Special Collections eBook Subscription Services

- Managing Special Collections Budget-Friendly Options
- 6. Navigating Managing Special Collections eBook Formats
 - ePUB, PDF, MOBI, and More
 - Managing Special Collections Compatibility with Devices
 - Managing Special Collections Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Managing Special Collections
 - Highlighting and Note-Taking Managing Special Collections
 - Interactive Elements Managing Special Collections
- 8. Staying Engaged with Managing Special Collections
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Managing Special Collections
- 9. Balancing eBooks and Physical Books Managing Special Collections
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Managing Special Collections
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Managing Special Collections
 - Setting Reading Goals Managing Special Collections
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Managing Special Collections
 - Fact-Checking eBook Content of Managing Special Collections
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
- 14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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