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It ' s no wonder that organizing archival records can be a time-consuming process.

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However, once archivists have arranged and described records, they become an accessible part of the human story. What else do the principles of archival arrangement mean for archival researchers?

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Organizing Archival Records: A Practical Method of Arrangement and De-scription for Small Archives, by David W. Carmichael. Second edition. AASLH Book Series. Lanham, MD: AltaMira Press, 2004. xi, 85 pp. Illustrations, appendixes, notes, bibliography, index. Includes CD-ROM. \$69.00 cloth, \$29.95 paper.

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This volume covers the basics of archival arrangement and description. The author describes the function of archives, distinguishes between archives and manuscript collections, and offers a step-by-step method for arranging records. The appendices include a variety of examples of finding aids and a number of exercises to use in learning how to arrange records--publisher. Find Book in Print. Coronavirus Information and Resources; Using The Library

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Get this from a library! Organizing archival records : a practical method of arrangement and description for small archives. [David W Carmicheal; Pennsylvania Historical and Museum Commission.]

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.

Organizing Archival Records has equipped non-professional archivists to tackle the challenging task of arranging and describing archival materials. The 4th edition preserves the practical, easy-to-follow, step-by-step approach of earlier editions while updating its content to reflect current archival practices.

Organizing Archival Records has equipped non-professional archivists to tackle the challenging task of arranging and describing archival materials. The 4th edition preserves the practical, easy-to-follow, step-by-step approach of earlier editions while updating its content to reflect current archival practices.

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.

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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.

Collections management can be a daunting task for volunteers and employees alike. Archives for the Lay Person provides practical, step-by-step guidance for those managing all facets of archival collections at small organizations.

This book is an introduction to the concepts, policies, infrastructure and tasks needed to collect, preserve and make archival collections available to researchers. The book provides the practical information necessary to manage archival collections for those who do not have a formal education in archival work.

Historical and biographical work is becoming a more common type of qualitative research done by social scientists and usually requires the extensive use of formal archives housed in universities, governments, museums and other institutions. This practical and concise book provides an introduction for the novice on conducting archival research and covers such topics as contacting and preparing to work in archives, the protocol of using archives, and ways of organizing and referencing the useful data from the archive.

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

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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.

Starting an Archives is designed for institutional administrators, archivists, and records managers thinking about beginning a historical records program in their organization. The book covers the decision making process which should precede the establishment of an archival program, outlines the first steps necessary in the beginning of an archival program, and introduces basic archival functions to readers. These functions include: archival administration, collection development, appraisal, records management, arrangement, description, reference, outreach, and preservation and facilities planning. The book provides a theoretical rationale for the establishment of an archival program and discusses the managerial, financial, and administrative implications involved in beginning an archives. At the same time, however, it approaches the subject of starting an archives in a practical manner. There are clear descriptions of archival activities, samples of the important archival policy documents and forms, and a current bibliography which points to additional texts for further reference. Information on archival organizations is also included to help beginning archives locate and join local and national professional archival networks.

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