



Arranging & Describing Archives & Manuscripts

Barbara J. Brier

Arranging And Describing Archives And Manuscripts Archival Fundamentals Series Ii

Marisol Ramos,Alma Ortega



Arranging And Describing Archives And Manuscripts Archival Fundamentals Series II:

Arranging & Describing Archives & Manuscripts Kathleen Roe,2005 Arranging and Describing Archives and Manuscripts Fredric Miller,Society of American Archivists,1990 Archival and manuscript repositories exist to preserve historical records and make them available for use The subject of this manual is the internal operations that link these two goals This manual covers generally accepted principles and techniques of archival accessioning and processing Introduction

Arranging and Describing Archives and Manuscripts Dennis Meissner,2019-10-31 In Arranging and Describing Archives and Manuscripts Dennis Meissner provides a solid foundation in the history theory and standards supporting arrangement and description In addition he clearly demonstrates the approaches methods and mechanics required to process archival collections

Arranging and Describing Archives and Manuscripts Fredric M. Miller,1998 *Arranging & Describing Archives & Manuscripts* Kathleen Roe,2005 Intended to provide the basic foundation for modern archival practice and theory

Archival Arrangement and Description Lois Hamill,2017-07-08 Archival Arrangement and Description Analog to Digital teaches the core functions of arrangement and description A historical summary grounds new archivists to assess proposed changes for digital files After presenting the basics of arrangement and description processing for analog materials the text segues to digital materials incorporating the OAIS preservation model into a detailed sample workflow Although accessioning and technical appraisal precede processing they are discussed because they are performed differently for digital materials and create a different starting point for processing digital files Description is external to the OAIS model but linked to it Recent advances in description and its delivery are presented along with concerns for the ability of smaller archives to participate in envisioned future developments that are technology reliant New specialties like digital curation and data curation show the continued relevance of archival expertise for the digital future Rich with extras the text includes and points to many readily web accessible additional resources

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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

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

Archives 101 Lois Hamill, 2021-04-01 Archives 101 is a manual for people who care for historical records photographs and collections and a textbook for those who want to learn 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 integrate description in PastPerfect software with archival finding aids to optimize the strengths of each Archives 101 is written for those who manage cultural collections regardless of their professional education or institution type This comprehensive practical ready reference is authoritative yet accessible to all readers It addresses all phases in the process of managing cultural collections including use by researchers for exhibits work with other specialists such as conservators or appraisers and more The chapter on description incorporates the professional descriptive standard Describing Archives a Content Standard DACS into finding aids Guidance on the management of digitization projects for text documents and photographs includes equipment technical specifications file naming and management workflow delivery methods and copyright with examples and forms The Additional Reading Resources features many new resources that are reliable and free all URLs have been verified A convenient Glossary examples forms and ready reference appendices round out this handy volume

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