

Managing Archives Foundations Principles And Practice Chandos Information Professional Series

This is the “go to” book for newly appointed records managers, as well as experienced records and information management (RIM) professionals who want a review of specific topics. The approach here is practical rather than theoretical and emphasizes best practices and published standards.

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.

This two-volume set LNCS 12645-12646 constitutes the refereed proceedings of the 16th International Conference on Diversity, Divergence, Dialogue, iConference 2021, held in Beijing, China, in March 2021. The 32 full papers and the 59 short papers presented in this volume were carefully reviewed and selected from 225 submissions. They cover topics such as: AI and machine learning; data science; human-computer interaction; social media; digital humanities; education and information literacy; information behavior; information governance and ethics; archives and records; research methods; and institutional management.

Comprehensive and informative manual designed for those new to archives administration as well as experienced professionals. Discusses presentation, legal responsibilities, acquisitions process, appraisal, disposal, accessioning, arrangement and description, access and reference services, user education and document imaging.

Encyclopedia of Archival Writers, 1515 - 2015

Preserving Archives

A Handbook of Principles and Practice

Archives

Archives and Recordkeeping

Records Classification: Concepts, Principles and Methods

Introduction to Archival Organization and Description

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.

This groundbreaking text demystifies archival and recordkeeping theory and its role in modern day practice. The book's great strength is in articulating some of the core principles and issues that shape the discipline and the impact and relevance they have for the 21st century professional. Using an accessible approach, it outlines and explores key literature and concepts and the role they can play in practice. Leading international thinkers and practitioners from the archives and records management world, Jeannette Bastian, Alan Bell, Anne Gilliland, Rachel Hardiman, Eric Ketelaar, Jennifer Meehan and Caroline Williams, consider the concepts and ideas behind the practicalities of archives and records management to draw out their importance and relevance. Key topics covered include:

- Concepts, roles and definitions of records and archives
- Archival appraisal
- Arrangement and description
- Ethics for archivists and records managers
- Archives, memories and identities
- The impact of philosophy on archives and records management
- Does technological change marginalize recordkeeping theory?

Readership: This is essential reading for students and educators in archives and recordkeeping and invaluable as a guide for practitioners who want to better understand and inform their day-to-day work. It is also a useful guide across related disciplines in the information sciences and humanities.

The author provides an updated overview of the management talents needed to oversee an archives program. He supplements his text with sample policies and planning documents from a variety of archival operations.

Although there are a number of publications covering records management generically, very few are focused on the specific challenges of particular sectors, and fewer still on current regulatory, legal and governance issues associated with managing records in global banking and finance businesses. This timely book fills this gap by exploring these complex issues fully, and offers strategies and examples of best practice to meet the recordkeeping challenges to which they give rise in corporate and commercial banking enterprises operating in global capital markets. The examples and cases studies encompass recordkeeping in

investment banking, asset management, brokerage and other financial services which serve global markets, and the book will be of particular significance to the financial sector. However, covering as it does the issues that arise from operating across borders and jurisdictions, it will also be of relevance to multi-national businesses in other sectors. The key chapters cover: setting the scene: background and concepts regulatory and legal compliance common trends in financial services: balancing risk and return litigation-related issues recordkeeping approaches. Whilst the expert team of authors are careful to ensure that the book reflects recognized records management principles, the accessible language used will assure its value to information professionals and others without a formal records management background. Readership: This much-needed textbook will be essential reading for records managers, archivists and information professionals who manage records in the financial sector. It will also be invaluable for individuals engaged in a wide range of disciplines who rely on records to meet the increasing number of legal and regulatory obligations to which institutions engaged in global banking and finance are now subject. These include: compliance professionals, data protection officers, governance professionals, regulators and risk managers, senior managers and directors, chief operating officers and IT specialists.

Archival Arrangement and Description

Managing Archives

Collections Vol 1 N3

Currents of Archival Thinking, 2nd Edition

A How-To-Do-It Manual

World Guide to Library, Archive and Information Science Education

Office Management

The public increase of interest in the past has not necessarily brought with it a greater understanding about how archives are formed. To this end, Richard Cox takes a serious look at archival repositories and collections. Cox suggests that archives do not just happen, but are consciously shaped (and sometimes distorted) by archivists, the creators of records, and other individuals and institutions. In this series of essays, Cox offers archivists rare insight into the fundamentals of appraisal, and historians and other users of archives the opportunity to appreciate the collections they all too often take for granted.

Provides the foundations and principles needed for addressing the various challenges of developing smart cities Smart cities are emerging as a priority for research and development across the world. They open up significant opportunities in several areas, such as economic growth, health, wellness, energy efficiency, and transportation, to promote the sustainable development of cities. This book provides the basics of smart cities, and it examines the possible future trends of this technology. Smart Cities: Foundations, Principles, and Applications provides a systems science perspective in presenting the foundations and principles that span multiple disciplines for the development of smart cities. Divided into three parts—foundations, principles, and applications—Smart Cities addresses the various challenges and opportunities of creating smart cities and all that they have to offer. It also covers smart city theory modeling and simulation, and examines case studies of existing smart cities from all around

the world. In addition, the book: Addresses how to develop a smart city and how to present the state of the art and practice of them all over the world Focuses on the foundations and principles needed for advancing the science, engineering, and technology of smart cities—including system design, system verification, real-time control and adaptation, Internet of Things, and test beds Covers applications of smart cities as they relate to smart transportation/connected vehicle (CV) and Intelligent Transportation Systems (ITS) for improved mobility, safety, and environmental protection Smart Cities: Foundations, Principles, and Applications is a welcome reference for the many researchers and professionals working on the development of smart cities and smart city-related industries.

A brand new and fully updated edition of this seminal work on archival preservation. Access to archival material – the documentary heritage of people all over the world that gives them their identity and ensures their rights – is dependent on the survival of fragile materials: paper, parchment, photographic materials, audiovisual materials and, most recently, magnetic, optical and increasingly digital formats. The primary importance of such survival is widely acknowledged but sometimes overlooked in a rush to provide ever better means of access. But without the basic material, no services can be offered. Preservation is at the heart of archival activity. Archivists in all types of organizations face questions on how to plan a preservation strategy in less than perfect circumstances, or deal with a sudden emergency. This book considers the causes of threats to the basic material, outlines the preservation options available and offers flexible solutions applicable in a variety of situations. It offers a wide range of case studies and examples from international specialists. This revised edition includes additional material on digital preservation and green building as well as a new chapter on the management and training of volunteers, reflecting a key concern for many archival institutions. Key topics are: • Understanding archival materials and their characteristics • Managing digital preservation • Archive buildings and their characteristics • Safeguarding the building and its contents • Managing archival storage • Managing risks and avoiding disaster • Creating and using surrogates • Exhibiting archives • Handling the records • Managing a pest control programme • Training and the use of volunteers • Putting preservation into practice. Readership: Archivists, librarians, curators and enthusiasts, trained and untrained, in museums, local studies centres and voluntary societies in need of good clear advice. Rachel Bryant Davies and Erin Johnson-Williams lead a cast of renowned scholars to initiate an interdisciplinary conversation about the mechanisms of power that have shaped the nineteenth-century archive, to ask: What is a nineteenth-century archive, broadly defined? This landmark collection of essays will broach critical and topical questions about how the complex discourses of power involved in constructions of the nineteenth-century archive have impacted, and continue to impact, constructions of knowledge across disciplinary boundaries, and beyond academic confines. The essays, written from a range of disciplinary perspectives, grapple with urgent problems of how to deal with potentially sensitive nineteenth-century archival items, both within academic scholarship and in present-day public-facing institutions, which often reflect erotic, colonial and imperial, racist, sexist, violent, or elitist ideologies. Each contribution grapples with these questions from a range of perspectives: Musicology, Classics, English, History, Visual Culture, and Museums and Archives. The result is far-reaching historical excavation of archival

experiences.

Encyclopedia of Archival Science

Smart Cities

Third new and completely revised Edition

The Handbook of Archival Practice

Archival Outlook

Researching Yugoslavia and its Aftermath

Information, Systems, Context

Here is the first-ever comprehensive guide to archival concepts, principles, and practices. Encyclopedia of Archival Science features 154 entries, which address every aspect of archival professional knowledge. These entries range from traditional ideas (like appraisal and provenance) to today ' s challenges (digitization and digital preservation). They present the thoughts of leading luminaries like Ernst Posner, Margaret Cross-Norton, and Philip Brooks as well as those of contemporary authors and rising scholars. Historical and ethical components of practice are infused throughout the work. Edited by Luciana Duranti from the University of British Columbia and Patricia C. Franks from San Jos é State University, this landmark work was overseen by an editorial board comprised of leading archivists and archival educators from every continent: Adrian Cunningham (Queensland State Archives, Australia), Fiorella Foscarini (University of Toronto and University of Amsterdam), Pat Galloway (University of Texas at Austin), Shadrack Katuu (International Atomic Energy Agency), Giovanni Michetti (University of Rome La Sapienza), Ken Thibodeau (National Archives and Records Administration, US), and Geoffrey Yeo (University College London, UK). This directory lists education institutions world-wide where professional education and training programmes in the field of library, archive and information science are carried out at a tertiary level of education or higher. More than ten years after the publication of the last edition, this up-to-date reference source includes more than 900 universities and other institutions, and more than 1.500 relevant programmes. Entries provide contact information as well as details such as statistical information, tuition fees, admission requirements, programmes' contents.

Managing Archives Foundations, Principles and Practice Chandos Publishing

The Encyclopedia of Library and Information Sciences, comprising of seven volumes, now in its fourth edition, compiles the contributions of major researchers and practitioners and explores the cultural institutions of more than 30 countries. This major reference presents over 550 entries extensively reviewed for accuracy in seven print volumes or online. The new fourth edition, which includes 55 new entires and 60 revised entries, continues to reflect the growing convergence among the disciplines that influence information and the cultural record, with coverage of the latest topics as well as classic articles of historical and theoretical importance.

Space, Encounter, and Experience

The No-nonsense Guide to Archives and Recordkeeping

Intersectional Encounters in the Nineteenth-Century Archive

New Essays on Power and Discourse

Managing Records

What are Archives?

Theory and Practice

This book provides an up-to-date, practical overview of archives management, and will benefit those with no prior training who have been tasked by their organization to manage its archives, those who are starting out as professionals or paraprofessionals in a record keeping environment and need basic guidance, and students who are currently studying for a professional qualification. 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.

"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.

This book provides state-of-the-art information on photogrammetry for cultural heritage, exploring the problems and presenting solutions that are applicable under real-world conditions and in various disciplines. Allowing readers to gain a basic understanding of cultural heritage documentation and practical image-based modelling techniques, it focuses on the use of photogrammetry to enhance the documentation of historic buildings in order to reflect the international trends and meet demands of the preservation community. Addressing heritage documentation from various perspectives, the book will appeal students and researchers from engineering backgrounds as well as from the arts and humanities.

Archival Appraisal

Ensuring Compliance and Mitigating Risk

Managing Archives and Archival Institutions

Fundamentals of Professional Practice

Principles and practices

Encyclopedia of Library and Information Sciences

This book breaks new grounds in the scholarship of archival science, providing information of nearly 200 authors. This is the first book that describes in one publication the intellectual contributions of all major archival authors in bibliographic context.

Cox covers all aspects of the management of archival programs, including appraisal and acquisition, preservation and security, arrangement, description, and reference, fund-raising, grantsmanship, and cooperation. The impact of new information technology on organizations and the implications for their archives are discussed. The book is based on a wide reading of archival theory and practice and nearly two decades of archival experience by the author. It provides essential aid to those considering the establishment of an institutional archive as well as to practicing archivists.

This practical how-to-do-it guide is ideal for professionals involved in the management of archives and records, especially if

they are just starting out or without formal training. The book covers all aspects of recordkeeping and archives management. It follows the records' journey from creation, through the application of classification and access techniques, evaluation for business, legal and historical value and finally to destruction or preservation and access in the archive. Based on the internationally renowned training days run by the author and her business partner, The No-nonsense Guide to Archives and Recordkeeping deals with records and archives in all formats. It utilizes checklists, practical exercises, sample documentation, case studies and helpful diagrams to ensure a very accessible and pragmatic approach, allowing anyone to get to grips with the basics quickly. The book is divided into four main work areas: - current records: including creation, filing, classification and security - records management: including aims, risks, planning, preparation and delivery - archives management: including collecting policies, intellectual property rights, appraisal, digitization and outreach - archival preservation: including policy, disaster prevention and repositories. This one-stop-shop will be essential for a wide readership including archives and records assistants, librarians, information managers and IT professionals responsible for archives and records and managers of archives staff.

Records Classification: Concepts, Principles and Methods: Information, Systems, Context introduces classification, an early part of the research lifecycle. Classification ensures systematic organization of documents and facilitates information retrieval. However, classification systems are not prevalent in records management when compared to their use in other information fields. This book views classification from the records management (RM) perspective by adopting a qualitative approach, with case studies, to gather data by means of interview and document content analysis. Current development of information systems do not take into account the concept of classification from a RM perspective. Such a model is required because the incorporation of information and communication technology (ICT) in managing records is inevitable. The concept of classification from an RM perspective ought to be extended to the ICT team to enable the development of a RM system not limited to storage and retrieval functions, but also with relation to disposal and preservation processes. This proposed model introduces function-based classification to ensure records are classified in context. Gives a step-by-step functional model for constructing a classification system within an organization Advocates for the importance of practicing classification for records, towards competent, transparent, and democratic organizations Helps organizations build their own classification system, thus safeguarding information in a secure and systematic fashion Provides local case studies from Malaysia and puts together a generic, globally applicable model

Theory into practice

Understanding and managing the historical records of business

The International Business Archives Handbook

Keeping Archives

Managing Archival & Manuscript Repositories

Modern Archives

Records and Information Management

This new and extensively revised second edition offers an international perspective on archives management, providing authoritative guidance relevant to collections-based repositories and to organizations responsible for managing their own institutional archives. Written in clear language with lively examples, Archives: Principles and practices introduces core archival concepts, explains best-practice approaches and discusses the central activities that archivists need to know to ensure the documentary materials in their charge are cared for as effectively as possible. Topics addressed include: core archival principles and concepts archival history and the evolution of archival theories the nature and diversity of archival materials and institutions the responsibilities and duties of the archivist issues in the management of archival institutions the challenges of balancing access and privacy in archival service best practice principles and strategic approaches to central archival tasks such as acquisition, preservation, reference and access detailed comparison of custodial, fonds-oriented approaches and post-custodial, functional approaches to arrangement and description. Discussion of digital archives is woven throughout the book, including consideration of the changing role of the archivist in the digital age. In recasting her book to address the impact of digital technologies on records and archives, Millar offers us an archival manual for the twenty-first century. This book will be essential reading for archival practitioners, archival studies students and professors, librarians, museum curators, local authorities, small governments, public libraries, community museums, corporations, associations and other agencies with archival responsibility.

In Researching Yugoslavia and its Aftermath, a common thread is the authors' path through the time and space context in which fieldwork has taken place. Accordingly, this collection tackles problems that have always existed but have not been dealt with in a single volume. In particular, it examines a range of methodological questions arising from the contributors' shared concerns, and thus the obstacles and solutions characterising the relationship between researchers and their objects of study. Being an interdisciplinary project, this book brings together highly regarded historians, sociologists, anthropologists, political scientists, cultural and social theorists, as well as experts in architecture and communication studies. They share a belief that the awareness of the researcher's own position in fieldwork is a precondition of utmost significance to comprehend the evolution of objects of study, and hence to ensure transparency and ultimate credibility of the findings. Moreover, the contributors come from diverse backgrounds, including authors from the former Yugoslavia and others who have made their way to the region after starting their research careers; some from universities in the area, others from institutions in the Global North. Here, they explore cross-cutting issues such as the repercussions of gender, nationality, institutional affiliation and the consequences of their entry into the field. This is examined in terms of the results of the research and the ethical aspect of the relationship with the object of study, as well as the implications of the chosen time framework in the methodological design and the clash between this decision and the interests of the actors studied.

Drawing on the expertise of nineteen highly regarded American archivists, 'Managing Archives and Archival Institutions' establishes general principles that will be of practical value to archivists at all stages of professional development in all types

of archival institutions. Contributions reflect the broad scope of archival work today and the wide range of skills and expertise archivists must acquire to meet the challenges presented by modern records and archives.

Office Management in all business and human organization activity is simply the act of getting people together to accomplish desired goals. Office management comprises planning organizing, staffing, leading or directing, and controlling and organization (a group of one or more people or entities), deployment and manipulation of human resources, financial resources, technological resources, and natural resources or effort for the purpose of accomplishing a goal. This present modest-work has been prepared to provide students a comprehensive coverage of this subject and certain characterstics specific to office management. Every important topic has been covered in a simple and pragmatic language so that students can understand the subject well.

Forming Archives by Rethinking Appraisal

Foundations, Principles and Practice

Foundational Principles and Practices

Developing and Maintaining Practical Archives

Developing Skills for Smooth Functioning

Diversity, Divergence, Dialogue

Principles & Techniques

Here is a complete reference guide to the activities that identify various stages of archival practice. Among the environmental topics to be addressed from a practitioner ' s standpoint are legal, regulatory, political, economic, organizational culture, professional, social, and ethical influences.

Archives: Recordkeeping in Society introduces the significance of archives and the results of local and international research in archival science. It explores the role of recordkeeping in various cultural, organisational and historical contexts. Its themes include archives as a web of recorded information: new information technologies have presented dilemmas, but also potentialities for managing of the interconnectedness of archives. Another theme is the relationship between evidence and memory in archives and in archival discourse. It also explores recordkeeping and accountability, memory, societal power and juridical power, along with an examination of issues raised by globalisation and interntionalisation. The chapter authors are researchers, practitioners and educators from leading Australian and international recordkeeping organisations, each contributing previously unpublished research in and reflections on their field of expertise. They include Adrian Cunningham, Don Schauder, Hans Hofman, Chris Hurley, Livia Iacovino, Eric Ketelaar and Ann Pederson. The book reflects broad Australian and international perspectives making it relevant worldwide. It will be a particularly valuable resource for students of archives and records, researchers from realted knowledge disciplines, sociology and history, practitioners wanting to reflect further on their work, and all those with an interest in archives and their role in shaping human activity and community culture.

This book discusses the importance of collection appraisal in the context of archival work as a whole. It is an invaluable source for all those responsible for the use and administration of archives.

With new technologies and additional goals driving their institutions, archives are changing drastically. This book shows how the core foundations of archival practice can be brought forward to adapt to new environments—while adhering to the key principles of preservation and access. • Presents

current thinking on archival theory, methods, and practice and addresses new thinking about the role of archival institutions • Documents how the foundational principles of archives and museums are changing • Introduces readers to other disciplinary perspectives on archives • Supplies contributions from practitioners as well as academics, representing a range of perspectives and archival traditions

Exhibiting the Archive

Cultural and Theoretical Perspectives: a reader

Managing Records in Global Financial Markets

Managing Institutional Archives

Photogrammetric Survey for the Recording and Documentation of Historic Buildings

Foundations, Principles, and Applications

Recordkeeping in Society

Exhibiting the Archive examines the role that exhibition plays in archives and analyses the impact they are understood to have on how users and visitors experience the archive. Drawing on research conducted in Europe, North America and Australia, the book analyses the key theoretical and social influences on exhibition-making in archives today and discusses the role of exhibitions in the archives of tomorrow. This is the first in-depth study to consider exhibition as more than outreach or advocacy: it frames exhibition as an encounter with archives and with people, and interprets it as a mechanism for change within the archive. Against a backdrop of increasing digital activity, Lester asks what experience within the physical space of the archive could be. Drawing on ideas of spatiality and embodiment, as well as social justice and activism, Lester considers the role of exhibitions within the physical archive and the part they can play in reshaping how experience is understood to happen within it. Exhibiting the Archive offers a new perspective on the archive that will be of interest to academics and students engaged in the study of archives and records. The discussions of cutting-edge practice offer new insights into how exhibitions are conceived and made, and will therefore be of interest to practitioners around the world.

The International Business Archives Handbook provides up-to-date information and guidance on key issues relating to the understanding and management of the historical records of businesses. Key features include: • Chapter contributions from a range of experts in their respective fields. • Content covering business archive and business history initiatives around the world. • Practical advice combined with thought-provoking discussion on issues hitherto little addressed. • Useful quick-reference tables, global case study examples and further reading suggestions. The handbook is an invaluable guide for students, archive professionals and business historians alike. It is also an important reference tool for business professionals involved in information management more

generally.

This collection of essays breaks new ground in archival studies in the UK where professional archival texts have traditionally concentrated on the how, not the why, of archival work. Studies of the theoretical role of, for example, the archive and the text or the archive and political power, have meanwhile been undertaken in other academic disciplines where there is an established forum for the discussion of related issues. This book invites the archivist to join that arena of debate, whilst appealing to all those interested in archives from other disciplines; the authors encourage archivists to step away from the practicalities of keeping archives to consider what it is they actually do in the cultural context of the early 21st century. The wider context of technological innovation and the internet form the backdrop to this collection. The book explores change and continuity in the archival paradigm, the textual nature of archives and asks if views of manuscripts and personal papers are changing; it looks at specific developments in community archives, at concepts of identity and culture in archives and it presents the fruits of innovative studies of users of archives. Taken together, these essays, written by leading experts in the field, provide a new understanding of the role of the archive today.

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.

16th International Conference, iConference 2021, Beijing, China, March 17-31, 2021, Proceedings, Part I

Sources, Prejudices and Alternative Solutions

The Journal of the Archives Section, the Library Association of Australia

No Innocent Deposits

Archives and Manuscripts