

Twentieth Century British And American Theatre A Critical Guide To Archives

Archival Principles and PracticeThe Complete Guide to Personal Digital ArchivingThe No-nonsense Guide to Archives and RecordkeepingBritish ArchivesGuide to Records in the National ArchivesA Researcher's Guide to the National ArchivesResearch Guide to Libraries and Archives in the Low CountriesA Guide to Book Publishers' ArchivesCanadian Reference SourcesBrief Guide to York City Archives Department CollectionsDigitization and Digital ArchivingThe No-nonsense Guide to Born-digital ContentNational Archives of New ZealandInternational Guide to Library, Archival, and Information Science AssociationsGuide for Managing Electronic Records from an Archival PerspectivePreliminary Guide to Collections in the Archives DepartmentDescribing Archives in ContextGuide to the Materials for United States History in Canadian ArchivesAnthropological ResourcesPreliminary Guide to the Collections in the Archives Department, University College, Incorporating 'Rules of Access' Jeanette White Ford Brianna H. Marshall Margaret Crockett Janet Foster United States. National Archives and Records Administration USA National Archives and Records Service Martha Brodersen Mary E. Bond York City Archives Elizabeth R Leggett Heather Ryan National Archives of New Zealand Josephine R. Fang University College, Dublin David W. Parker Lee S. Dutton University College, Dublin. Archives Department Archival Principles and Practice The Complete Guide to Personal Digital Archiving The No-nonsense Guide to Archives and Recordkeeping British Archives Guide to Records in the National Archives A Researcher's Guide to the National Archives Research Guide to Libraries and Archives in the Low Countries A Guide to Book Publishers' Archives Canadian Reference Sources Brief Guide to York City Archives Department Collections Digitization and Digital Archiving The No-nonsense Guide to Born-digital Content National Archives of New Zealand International Guide to Library, Archival, and Information Science Associations Guide for Managing Electronic Records from an Archival Perspective Preliminary Guide to Collections in the Archives Department Describing Archives in Context Guide to the Materials for United States History in Canadian Archives Anthropological Resources Preliminary Guide to the Collections in the Archives Department, University College, Incorporating 'Rules of Access' Jeanette White Ford Brianna H. Marshall Margaret Crockett Janet Foster United States. National Archives and Records Administration USA National Archives and Records Service Martha Brodersen Mary E. Bond York City Archives Elizabeth R Leggett Heather Ryan National Archives of New Zealand Josephine R. Fang University College, Dublin David W. Parker Lee S. Dutton University College, Dublin. Archives Department

illustrating each precept in small easy to understand steps this book is designed to teach the major points in establishing and managing an archive clearly covered are appraisal arrangement description preservation reference service the nature of archives and the need for archives and management of records a bibliography of technical books is appended

scholars and scrapbookers alike need your help with saving their most important digital content but how do you translate your professional knowledge as a librarian or archivist into practical skills that novices can apply to their own projects the complete guide to personal archiving will show you the way helping you break down archival concepts and best practices into teachable solutions for your patrons

projects whether it s a researcher needing to cull their most important email correspondence or an empty nester transferring home movies and photographs to more easily shared and mixed digital formats this book will show you how to offer assistance providing explanations of common terms in plain language quick non technical solutions to frequent patron requests a look at the 3 2 1 approach to backing up files guidance on how to archive facebook posts and other social media methods for capturing analog video from obsolete physical carriers like minidv proven workflows for public facing transfer stations as used at the washington d c memory lab and the queens library mobile scanning unit talking points to help seniors make proactive decisions about their digital estates perspectives on balancing core library values with the business goals of google amazon facebook and other dominant platforms and additional resources for digging deep into personal digital archiving featuring expert contributors working in a variety of contexts this resource will help you help your patrons take charge of their personal materials

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

the first comprehensive guide in english to libraries and archives in belgium the netherlands and luxembourg this book gives humanities and social science researchers easy access to numerous important unexplored collections the detailed entries fill the void between international directories which provide minimal information and country specific guides in the vernacular which are largely unknown to u s scholars the thorough descriptions are based on selected on site visits direct correspondence with researchers librarians and archivists and bibliographic research about the collections part i contains a 90 page annotated bibliography covering five categories of publications national bibliographies union catalogs biographical dictionaries directories and guides to collections and subject guides and bibliographies part ii provides detailed descriptions of the principal research collections in belgium the netherlands and luxembourg the descriptions include basic directory information profiles and histories notes on special collections and details on regulations affecting access institutional subject and author and title indexes are also provided this book is an important research tool for national and academic libraries and archives museums scholars of social science and netherlandic studies and european community depository libraries

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to help new archivists and genealogists with what can be a daunting process digitization and digital archiving a practical guide for librarians answers common questions including 1 what should be stored 2 where and how should it be stored 3 how exactly is information stored in a computer 4 how does copyright law affect archiving 5 how can metadata be used to improve collection access this revised second edition has been updated to address new trends and the latest innovations in technology including 1 a brand new chapter addressing different common types of born digital materials which a librarian may need to archive such as databases or websites 2 information about identifying and gathering data from floppy disks an increasingly important task as this technology ages and its data becomes at greater risk of loss 3 fully updated chapters to address the latest changes in file storage and formats including more information on the storage of audio and video media 4 interesting information about the origins of different common technologies to help the reader better understand the past present and future of computer technology this is a comprehensive guide to the process of digital storage and archiving assuming only basic computer knowledge this guide walks the reader through everything he or she needs to know to start or maintain a digital archiving project any librarian interested in how digital information is stored can benefit from this guide

this book offers a comprehensive entry level guide for librarians and archivists who have found themselves managing or are planning to manage born digital content libraries and archives of all sizes are collecting and managing an increasing proportion of digital content within this body of digital content is a growing pool of born digital content that has been created and has often existed solely in digital form the no nonsense guide to born digital content explains step by step processes for developing and implementing born digital content workflows in library and archive settings of all sizes and includes a range of case studies collected from small medium and large institutions internationally coverage includes the wide range of digital storage media and the various sources of born digital content a guide to digital information basics selection acquisition accessioning and ingest description preservation and access methods for designing implementing workflows for born digital collection processing a comprehensive glossary of common technical terms strategies and philosophies to move forward as technologies change this book will be useful reading for LIS and archival students and professionals who are working with or plan to work with born digital content it will also be of interest to museum professionals data managers data scientists and records managers

international associations national associations

the australian society of archivists descriptive standards committee
has prepared this document to explain a significant aspect of
australian archival descriptive practice the australian series system
foreword

this work provides access to information on the rich and often little
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