

1. Record Nr.	UNINA9910696609303321
Titolo	Agrichemicals : WPS-posted warnings // Ag Center
Pubbl/distr/stampa	Washington, DC : , : United States Environmental Protection Agency, Office of Enforcement & Compliance Assurance, , [1998]
Descrizione fisica	1 online resource (2 pages) : illustrations
Collana	Ag Center fact sheet series
Soggetti	Pesticides - Application - United States - Safety measures Hazard signs - United States
Lingua di pubblicazione	Inglese
Formato	Materiale a stampa
Livello bibliografico	Monografia
Note generali	Title from title screen (viewed on May 6, 2015). "September 1998." "EPA 305-F-98-024."

2. Record Nr.	UNINA9910791330303321
Autore	Williams Caroline
Titolo	Managing archives : foundations, principles and practice / / Caroline Williams
Pubbl/distr/stampa	Oxford, England : , : Chandos Publishing, , 2006 ©2006
ISBN	1-78063-089-1
Descrizione fisica	1 online resource (267 p.)
Collana	Chandos Information Professional Series Chandos information professional series
Disciplina	025.1714
Soggetti	Archives - Administration Archives - Management
Lingua di pubblicazione	Inglese
Formato	Materiale a stampa
Livello bibliografico	Monografia
Note generali	Description based upon print version of record.
Nota di bibliografia	Includes bibliographical references and index.
Nota di contenuto	Cover; Managing Archives: Foundations, Principlesand Practice; Copyright; Dedication; Contents; List of figures; List of tables; Acknowledgements; About the author; 1 Introduction; 2 Principles and purposes of records and archives; Defining archives. What is the difference between records and archives?; The qualities of records (and archives); Archival principles and concepts; The document, knowledge and information management disciplines; How people and organisations use records and archives; Introducing the core functions of archives management; The role of the archivist and records manager Archives and organisations in contextOrganisational models of archive repositories; Archives in the UK and Ireland; Notes; 3 Selection, appraisal and acquisition; Definitions; Appraisal theory; Developing an acquisitions strategy; How do archivists appraise?; Acquisition; Notes; 4 Archival arrangement and description; Introduction; Finding aids; Arrangement; Classification; Arranging the content of collections; Archival description; Retrieving information from archives; Indexing and authority standards; Notes; 5 Access, reference and advocacy; Access: international and ethical issues The UK access agendaAccess: legislation, standards and policies; Legislation and access in the private sector; Access standards and policies; Access and reference services: the user base; Providing a

reference service; Advocacy and outreach; Outreach activities; Evaluating the impact of access services; Notes; 6 Preservation; Introduction; Defining the preservation function; Development and implementation of preservation policies, strategies and standards; Assessment of preservation needs through surveys, audits and benchmarking

Recognising the attributes of and threats to diverse media and formatsPreservation activities: buildings, environmental management, storage and packaging, handling and use; Emergency planning; The role of conservation; Reformatting materials, creating surrogates and managing digital data; Born-digital preservation and digitisation programmes; Digitisation projects; Notes; 7 Managing an archive service; Define your own role; The organisational context; Organisational planning; Defining an archive's aims (goals) and objectives; Project management; Developing an archives policy Stocktaking: the survey or environmental analysisHuman resources: staff and volunteers; Surveying the archives; The final analysis; Measuring your performance; Notes; Bibliography; Archives and Records Management: general; Appraisal; Arrangement and description; Access; Preservation; Index

---

#### Sommario/riassunto

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 include

---