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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 formats Preservation 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 analysis Human 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

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### 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

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