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Autore	Williams Caroline
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Nota di contenuto	Cover; Managing Archives: Foundations, Principles and 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 context Organisational 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 agenda Access: 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 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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