Google Drive



Developing and Maintaining Practical Archives, Third Edition: A How-To-Do-It Manual for Librarians (How to Do It Manuals for Librarians)

Gregory S. Hunter

Download now

Click here if your download doesn"t start automatically

Developing and Maintaining Practical Archives, Third Edition: A How-To-Do-It Manual for Librarians (How to Do It Manuals for Librarians)

Gregory S. Hunter

Developing and Maintaining Practical Archives, Third Edition: A How-To-Do-It Manual for Librarians (How to Do It Manuals for Librarians) Gregory S. Hunter
Since its original publication Hunter's manual has been "not only a rich and ready reference tool but also a practical resource for solving problem" (Catholic Library World), and no text has served as a better overview of the field of archives. Newly revised and updated to more thoroughly address our increasingly digital world, it remains the clearest and most comprehensive guide to the discipline. Editor of American Archivist, the journal of the Society of American Archivists (SAA), Hunter covers such keystone topics as

- A history of archives, including the roles of historical societies and local history collections in libraries
- Conducting a survey and starting an archival program
- Selection, appraisal, acquisition, accessioning, and deaccessioning
- Important points of copyright, privacy, and ethics
- Arrangement of archival collections, with a discussion of new theories
- Description, including DACS, EAD, and tools such as Archon and the Archivists' Toolkit
- Access, reference, and outreach, with a look at how recent innovations in finding aids can help researchers
- Preservation, including guidance on how to handle rare books, maps, architectural records, and artifacts
- Digital records, addressing new and popular methods of storage and preservation of email, image files, Webpages, Word documents, spreadsheets, databases, and media files
- Disaster planning, security, and theft prevention
- Metrics, assessment, establishing employee procedures and policies, working with interns and volunteers, and other managerial duties
- Public relations and marketing, from social media and the Web to advocacy
- Professional guidelines and codes, such as the newly developed SAA Statement of Core Values of Archivists

Providing in-depth coverage of both theory and practice, this manual is essential for archivists at all levels of experience and of all backgrounds.

Download Developing and Maintaining Practical Archives, Thi ...pdf

Read Online Developing and Maintaining Practical Archives, T ...pdf

Download and Read Free Online Developing and Maintaining Practical Archives, Third Edition: A How-To-Do-It Manual for Librarians (How to Do It Manuals for Librarians) Gregory S. Hunter

---

From reader reviews:

Sheila Lefevre:

Book is to be different for each and every grade. Book for children till adult are different content. We all know that that book is very important for all of us. The book Developing and Maintaining Practical Archives, Third Edition: A How-To-Do-It Manual for Librarians (How to Do It Manuals for Librarians) was making you to know about other knowledge and of course you can take more information. It is extremely advantages for you. The e-book Developing and Maintaining Practical Archives, Third Edition: A How-To-Do-It Manual for Librarians (How to Do It Manuals for Librarians) is not only giving you a lot more new information but also for being your friend when you sense bored. You can spend your own spend time to read your publication. Try to make relationship with all the book Developing and Maintaining Practical Archives, Third Edition: A How-To-Do-It Manual for Librarians (How to Do It Manuals for Librarians). You never really feel lose out for everything if you read some books.

Joe North:

Reading a publication can be one of a lot of pastime that everyone in the world enjoys. Do you like reading book thus. There are a lot of reasons why people love it. First reading a book will give you a lot of new details. When you read a e-book you will get new information due to the fact book is one of many ways to share the information or their idea. Second, looking at a book will make anyone more imaginative. When you reading a book especially fictional book the author will bring you to imagine the story how the character types do it anything. Third, you can share your knowledge to other people. When you read this Developing and Maintaining Practical Archives, Third Edition: A How-To-Do-It Manual for Librarians (How to Do It Manuals for Librarians), you may tells your family, friends as well as soon about yours guide. Your knowledge can inspire the mediocre, make them reading a reserve.

James Williams:

Can you one of the book lovers? If yes, do you ever feeling doubt if you find yourself in the book store? Aim to pick one book that you never know the inside because don't ascertain book by its include may doesn't work the following is difficult job because you are frightened that the inside maybe not since fantastic as in the outside search likes. Maybe you answer is usually Developing and Maintaining Practical Archives, Third Edition: A How-To-Do-It Manual for Librarians (How to Do It Manuals for Librarians) why because the fantastic cover that make you consider about the content will not disappoint you. The inside or content is definitely fantastic as the outside or cover. Your reading 6th sense will directly direct you to pick up this book.

John Lambeth:

The book untitled Developing and Maintaining Practical Archives, Third Edition: A How-To-Do-It Manual for Librarians (How to Do It Manuals for Librarians) contain a lot of information on this. The writer explains

your ex idea with easy means. The language is very clear to see all the people, so do not worry, you can easy to read that. The book was authored by famous author. The author will bring you in the new era of literary works. You can read this book because you can read more your smart phone, or gadget, so you can read the book with anywhere and anytime. If you want to buy the e-book, you can wide open their official web-site and also order it. Have a nice go through.

Download and Read Online Developing and Maintaining Practical Archives, Third Edition: A How-To-Do-It Manual for Librarians (How to Do It Manuals for Librarians) Gregory S. Hunter #ALR8671D3W0

Read Developing and Maintaining Practical Archives, Third Edition: A How-To-Do-It Manual for Librarians (How to Do It Manuals for Librarians) by Gregory S. Hunter for online ebook

Developing and Maintaining Practical Archives, Third Edition: A How-To-Do-It Manual for Librarians (How to Do It Manuals for Librarians) by Gregory S. Hunter Free PDF d0wnl0ad, audio books, books to read, good books to read, cheap books, good books, online books, books online, book reviews epub, read books online, books to read online, online library, greatbooks to read, PDF best books to read, top books to read Developing and Maintaining Practical Archives, Third Edition: A How-To-Do-It Manual for Librarians (How to Do It Manuals for Librarians) by Gregory S. Hunter books to read online.

Online Developing and Maintaining Practical Archives, Third Edition: A How-To-Do-It Manual for Librarians (How to Do It Manuals for Librarians) by Gregory S. Hunter ebook PDF download

Developing and Maintaining Practical Archives, Third Edition: A How-To-Do-It Manual for Librarians (How to Do It Manuals for Librarians) by Gregory S. Hunter Doc

Developing and Maintaining Practical Archives, Third Edition: A How-To-Do-It Manual for Librarians (How to Do It Manuals for Librarians) by Gregory S. Hunter Mobipocket

Developing and Maintaining Practical Archives, Third Edition: A How-To-Do-It Manual for Librarians (How to Do It Manuals for Librarians) by Gregory S. Hunter EPub