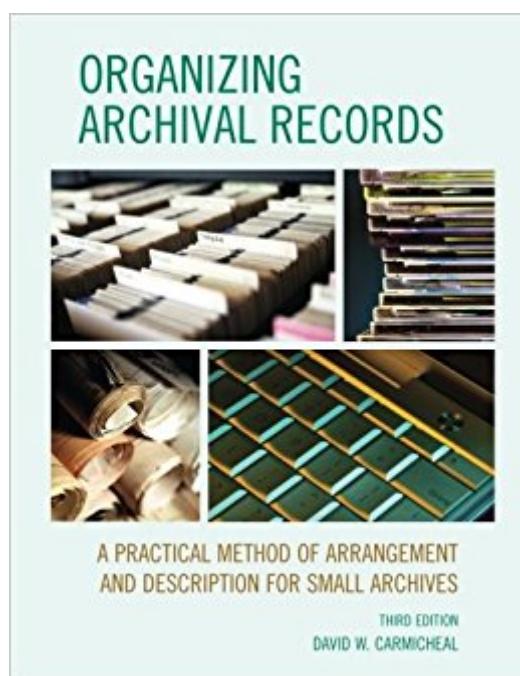


The book was found

Organizing Archival Records: A Practical Method Of Arrangement And Description For Small Archives (American Association For State And Local History)



Synopsis

Many of our nation's historical records reside in small historical societies, libraries, cultural organizations, houses of worship, and museums. The hard work of non-professional archivists is to thank for preserving much of our documentary heritage. *Organizing Archival Records* equips non-professional archivists with the skills to tackle one of the most challenging tasks of archiving: arranging and describing archival materials. Carmicheal offers step-by-step guidance to understanding the purpose of organization and the essentials of how to do it. He covers the basic terms and theory of organization, and how to avoid some common pitfalls. Carmichael brings this third edition into the 21st century with extended discussions about computerizing the process, making descriptions available on the web, and organizing electronic records. With real-world examples, exercises, and step-by-step directions, anyone can organize archival materials in a professional manner. *Organizing Archival Records* is an excellent resource for both computerized and manual organization and recordkeeping.

Book Information

Series: American Association for State and Local History

Paperback: 134 pages

Publisher: Rowman & Littlefield Publishers; 3 edition (October 2, 2012)

Language: English

ISBN-10: 0759121699

ISBN-13: 978-0759121690

Product Dimensions: 8.5 x 0.4 x 10.9 inches

Shipping Weight: 13.6 ounces (View shipping rates and policies)

Average Customer Review: 4.2 out of 5 stars 8 customer reviews

Best Sellers Rank: #499,757 in Books (See Top 100 in Books) #35 in Books > Politics & Social Sciences > Social Sciences > Library & Information Science > Academic Libraries #36 in Books > Reference > Writing, Research & Publishing Guides > Publishing & Books > Bibliographies & Indexes > Art & Photography #79 in Books > Reference > Writing, Research & Publishing Guides > Publishing & Books > Bibliographies & Indexes > Science

Customer Reviews

Organizing Archival Records is an eminently practical and elegantly written guide for providing access to historical records. It leads practitioners painlessly from core principles through challenging issues like electronic records. With clarity and a welcome touch of wit, David Carmicheal offers

museums, historical societies, and other organizations the opportunity to effectively connect historical records in their collections with the many users who will benefit from their availability. (Kathleen Roe, Director of Archives and Records Management Operations, New York State Archives)Our prayers have been answered! Carmicheal has demystified the archiving process in this clear, concise, and very readable book. This book is a must for public history, museum studies, and historical administration students, as well as professionals who deal with complex collections that contain archives. (Brian Hackett, Northern Kentucky University)

David W. Carmicheal is director of the Georgia Division of Archives and History. Prior to joining the Georgia Archives, he established the Westchester County (New York State) Archives and was director of the Records and Archives Center.

This is the best book I have read for a layperson. Very readable, very understandable, great quizzes to make sure you understand the concepts and great ideas and forms to get you going.

Well formulated basic information for archival management

VERY useful for a project I was working on. Insight, examples and exercises.

Very helpful for beginners.

This is a great book to have on hand as a reference guide as it contains very useful information.

very understandable and the exercises are very helpful

Good book

delivery on time receive it next day . it is recommend. good . I don't get excited about knives BUT this product is WONDERFUL! as soon as you pick it up....you KNOW this is a sturdy professional product! there is NO OTHER product in any department store like this one.....ITS WELL WORTH THE PRICE!!! 5 stars! jimmy love it ,

[Download to continue reading...](#)

Organizing Archival Records: A Practical Method of Arrangement and Description for Small

Archives (American Association for State and Local History) The Floridas: The Sunshine State * The Alligator State * The Everglade State * The Orange State * The Flower State * The Peninsula State * The Gulf State Defining Memory: Local Museums and the Construction of History in America's Changing Communities (American Association for State and Local History) Song Arrangement for the Small Recording Studio: Create pro music productions using modern arrangement techniques Practical Evaluation Guide: Tools for Museums and Other Informal Educational Settings (American Association for State and Local History) Easy Piano Arrangement Eye of the Tiger - The Theme From Rocky III (Piano Sheet Music) (Dan Coates Easy Piano Arrangement) The Tasteful Interlude: American Interiors through the Camera's Eye, 1860-1917 (American Association for State and Local History) Private History in Public: Exhibition and the Settings of Everyday Life (American Association for State and Local History) Museums in Motion: An Introduction to the History and Functions of Museums (American Association for State and Local History) Nearby History: Exploring the Past Around You (American Association for State and Local History) Introduction to Public History: Interpreting the Past, Engaging Audiences (American Association for State and Local History) Managing People and Projects in Museums: Strategies that Work (American Association for State and Local History) New Solutions for House Museums: Ensuring the Long-Term Preservation of America's Historic Houses (American Association for State and Local History) A Graveyard Preservation Primer (American Association for State and Local History) Museum Administration 2.0 (American Association for State and Local History) Introduction to Museum Work (American Association for State and Local History) Interpreting Historic House Museums (American Association for State and Local History) Records of Our National Life: American History at the National Archives Processing the Past: Contesting Authority in History and the Archives (Oxford Series on History and Archives) The Fourth Way: An Arrangement by Subject of Verbatim Extracts from the Records of Ouspensky's Meetings in London and New York, 1921-46

[Contact Us](#)

[DMCA](#)

[Privacy](#)

[FAQ & Help](#)