# ARCHIVES PRACTICE

# ARCHIVAL ARRANGEMENT AND DESCRIPTION

Edited with an introduction by Christopher J. Prom and Thomas J. Frusciano.

#### Includes:

- Module 1: Standards for Archival Description
   by Sibyl Schaefer and Janet M. Bunde
   Untangles the history of standards development
   and provides an overview of descriptive
   standards that an archives might wish to use.
- Module 2: Processing Digital Records and Manuscripts

by J. Gordon Daines III
Builds on familiar terminology and models to show how any repository can take practical steps to process born-digital materials and to make them accessible to users.

• Module 3: Designing Descriptive and Access Systems

by Daniel A. Santamaria
Implementation advice regarding the wide range
of tools and software that support specific needs
in arranging, describing, and providing access
to analog and digital archival materials.

Published by SAA (2013) 6x10 | 230pp. | Soft cover | EPUB | PDF \$34.99 (SAA Member: \$24.99)

Modules also sold separately in e-format \$14.99 (SAA Member: \$9.99)



Browse and buy archives titles at www.archivists.org/bookstore

# GET ON TREND WITH THESE AGILE, USER-CENTERED RESOURCES FROM SAA!

## COMING 2014-2015

Module 4: Becoming a Trusted Digital Repository

by Stephen Marks

### DIGITAL PRESERVATION ESSENTIALS

Edited with an introduction by Paul Conway and Christopher J. Prom

- Module 5: Acquiring Knowledge and Skills by Helen Tibbo
- Module 6: Achieving Organizational Readiness by Nancy McGovern
- Module 7: Preserving Digital Objects
   by Erin O'Meara and Kate Stratton
- Module 8: Implementing Storage Technologies by Jessica Colati

### RIGHTS IN THE DIGITAL ERA

Edited with an introduction by Menzi Behrnd-Klodt and Christopher J. Prom

- Module 9: Understanding Copyright Law by Heather Briston
- Module 10: Balancing Privacy and Restrictions: Personal and Family Papers by Menzi Behrnd-Klodt
- Module 11: Balancing Privacy and Restrictions: Organizational, Business, and Government Records
  - by Menzi Behrnd-Klodt
- Module 12: Managing Rights and Permissions by Aprille McKay

#### TEACHING WITH PRIMARY SOURCES

Edited with an Introduction by Lisa Hinchliffe and Christopher J. Prom

- Module 13: Contextualizing Archival Literacy: Environments and Issues by Elizabeth Yakel
- Module 14: Teaching with Archives: A Guide and Manual by Sammie Morris, Tamar Chute, and Ellen Swain
- Module 15: Helping Students Learn: Cases and Examples by Sammie Morris, Tamar Chute, and Ellen Swain

### PUTTING DESCRIPTIVE STANDARDS TO WORK

- Module 16: Implementing DACS by Cory Nimer
- *Module 17: Introducing EAC-CPF* by Katherine Wisser
- Module 18: Using EAD3
- Module 19: Sharing Archival Metadata by Aaron Rubinstein

#### ARCHIVAL APPRAISAL AND ACQUISITION

- Module 20: Collecting Digital Manuscripts
   by Gabriela Redwine and Megan Barnard
- Module 21: Appraising Electronic Records
- Module 22: Accessioning Digital Archives