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# Archives: Principles And Practices



## **Synopsis**

Whether you have hands-on or managerial involvement with an archival collection, you need up-to-date, practical guidance written specifically for 21st century archivists. Divided into four easy-to-follow parts, this authoritative handbook from experienced archivist Laura A. Millar addresses the contextual, strategic, operational, and practical issues associated with creating an archival program. Millar covers the critical topics you need to know to improve your professional skills, including: Establishing principles, policies, and procedures; Managing day-to-day operations; Caring for different types of archival materials; Enhancing outreach and public access; Ensuring the growth and sustainability of the institution and its services. This new title is essential for anyone involved in collecting, curating, and managing archives because the accessible, jargon-free language provides both novice and experienced professionals with a clear outline of all the fundamental principles and practices in the field.

## **Book Information**

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## **Customer Reviews**

I'm a graduate student working on my Library Science degree. This book was the main text for my Archives and Management class. It provided a good introduction to the topic of archives. Millar offers examples from her experience as a Canadian, but she also presents general principles which are applicable to all Western archivists. Easy to read, the examples were relevant, and the content was informative.

Recommend as a source to use if necessary. I didn't really read it for class. However, it served as great reference material

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