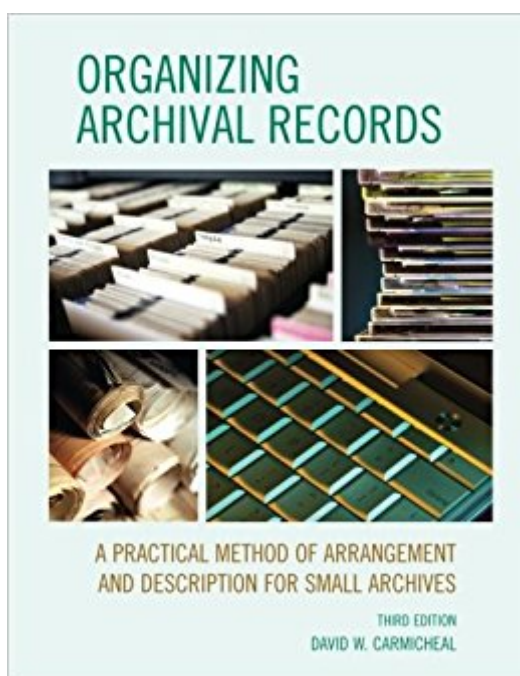


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# Organizing Archival Records: A Practical Method Of Arrangement And Description For Small Archives (American Association For State And Local History)



## 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

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## 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

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