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Developing and Maintaining Practical Archives: A How-To-Do-It Manual (How-To-Do-It Manuals for Libraries)

Gregory S. Hunter

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From Library Journal If you have to do archives, this is a very good book. Eminently practical and readable, it discusses everything from undertaking a records survey to issues involved in electronic archives. An extensive bibliography presents many articles by leaders in the archival profession. Extremely useful are charts that organize important information succinctly--for example, characteristics of records with intrinsic value and a convenient table providing cubic foot equivalents for physical items. Anecdotal vignettes such as Alex Haley at the National Archives and Stanford University's purchase of Allen Ginsberg's manuscripts and "old electric bills" make for lively reading, sharpening what Richard Cox once called "the cutting edge of a dull profession." Hunter, an associate professor at the Palmer School of Library and Information Science, Long Island University, was the first president of the Academy of Certified Archivists and is a former chair of the Society of American Archivists' Committee on Education and Professional Development. Highly recommended for those just starting out and as a useful refresher for established archivists as well. --Barry Chad, Carnegie Lib. of Pittsburgh Copyright 1997 Reed Business Information, Inc. "Not only a rich and ready reference tool but also a practical resource for solving problems ... A must for every archivist or aspirant to the profession." --Catholic Library World "A 'must-read' for anyone ... building or maintaining an archive." --Library Bookwatch "Hunter has provided the profession with a text that is best suited for beginning archivists and graduate students in archival studies or library science programs ... I recommend the text to academic librarians who are responsible for developing an archives for their institution, yet are not acquainted with the field of archives and manuscripts." --Journal of Academic Librarianship About the Author Hunter, is an associate professor in the Palmer School of Library and Information Science, Long Island University. He holds a Ph.D. in American History from New York University and previously worked as Manager of Corporate Records for ITT Corporation World Headquarters and Director of Archival Programs for the United Negro College Fund. He is both a Certified Records Manager and a Certified Archivist. He is much sought after as an author, speaker, and consultant in the areas of archives, records management, digital preservation, electronic records, and organizational history.