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Managing Archives: Foundations, Principles and Practice (Chandos Information Professional Series)

Caroline Williams

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Managing Archives provides a practical guide to archives management. It has three main target audiences: those who have been tasked by their organization to manage its archives but who have no prior training; those who are starting out as professionals or para-professionals in a record keeping environment and need basic guidance; and students who are currently studying for a professional qualification. Basic guidance is supplemented by comprehensive references to professional literature, standards, web sites etc. to enable the reader to further their studies at their own pace. The text includes a range of optional activities that enable the reader to translate principles into practice and feel greater ‘ownership’ with the guidance.

- There is no similar book on the market
- There is known demand both from practitioners and students
- The book offers guidance in the implementation of archival processes in a range of institutional contexts, and enables a universal application

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