WEBOGRAPHY OF RESOURCES FOR RECORDS PROFESSIONALS

Compiled by Seth Dalby with contributions by Leslie Schuyler, 2012
Seattle Area Archivists
Special Committee on Professional Development & Education

Archives Basics
Archival Terminology
Establishing Archives
Ethics in Archives
General Tools
Authenticity, Reliability, and Trustworthiness of Records

Appraisal & Acquisition

Arrangement & Description
Arrangement
Description

Metadata Preparation
General Information
Administrative Metadata
Descriptive Metadata
Preservation Metadata
Structural Metadata

Copyright & Intellectual Property

Digitization/Imaging
General Information
Guidelines and Best Practice
Project Funding
Project Planning

Disaster Preparedness & Response

Outreach
General resources
Theory and Justification
Practical application
Archival Exhibition
Preservation
- General Resources
- Audio/Visual Records
  - General information
  - Audio materials
  - Moving images
  - Still images
- Electronic/Digital Media
- Paper Based Materials

Records Management
- General Resources
- Electronic Records
- Legal Considerations

Recursos en Español (Education Resources for Spanish Speakers)
ARCHIVES BASICS

Archival Terminology

- **Glossary of Archival and Records Terminology** (Richard Pearce-Moses, Society of American Archivists)
- **Glossary of Record Keeping Terms** (United Nations, Archives and Records Management Section)
- **Glossary of Records and Information Management Terms** (ARMA International)
- **Glossary of Terms** (International Records Management Trust)
- **Index of Archival, LIS & Public History Terminology** (Archivopedia)
- **InterPARES Glossary** (InterPARES 1 Project, 2000)
- **Introduction to Archival Terminology** (Maygene F. Daniels, National Archives and Records Administration, 1984)

Establishing Archives

- **Engaging with Wider Agendas** (Community Archives Development Group, National Council on Archives, UK)
- **Establishing a School Archives** (National Archives and Records Administration)
- **Establishing an Archive** (Australian Society of Archivists, 2009)
- **Guidelines for College and University Archives** (Society of American Archivists, 2005)
- **Identifying and specifying requirements for offsite storage of physical records** (National Archives UK, 2009)
- **Institutional Guidelines for Archives** (Canadian Council of Archives, 2001)
- **Managing and Preserving Community Archives** (National Library of New Zealand, 2005)
- **Medical Archives: Answers...And Questions** (Barbara L. Craig, *Archivaria* 43, Spring 1997)
- **Planning a New Record Repository** (National Archives UK, 2004)
- **Thoughts on Establishing Foundation Archives** (Richard J. Kaplan, Council on Foundations)

Ethics in Archives

- **Archival Ethics** (Jan-Christopher Horak, UCLA Film and Television Archive, 2011)
- **ASA Code of Ethics** (Australian Society of Archivists, 1993)
- **Audio Visual Archive Code of Ethics** (AIATSIS Audiovisual Archive, 2005)
- **Codes of Ethics for Archivists** (Network of Concerned Historians)
- **Ethical Issues in Conservation** (Conservation OnLine)
- **ICA Code of Ethics** (International Council on Archives, 1996)
• Keeping an Account: The Role of Archives and Archivists in Accountability (Heather Bristol, University of Oregon, 2004)

• Professional Ethics: The Moral Defense of the Archivist (Eric Ketelaar, University College Dublin, 1998)

• Removing the Shroud of Secrecy: Making Government More Transparent and Accountable (David S. Ferriero, National Archives and Records Administration, 2010)

• SAA Core Values Statement and Code of Ethics (Society of American Archivists, 2011)

• Statement of Professional Standards and Ethics (American Association for State and Local History, 2002)

General Tools

• Academy of Certified Archivists

• Archival Needs Assessment Guidelines and Template (New York State Archives, 2001)

• The Archivist, the Letter, and the Spirit (Hugh Taylor, Archivaria 43, Spring 1997)

• Basic Archives Processing Manual for Student Employees and Volunteers (Tomaro I. Taylor, University of South Florida, 2010)

• Basic Concepts and Principles of Archives and Records Management (John Curtin Prime Ministerial Library, Australia)

• Jenkinson and Schellenberg: A Comparison (Richard Stapleton, Archivaria 17, Winter 1983-84)

• Manual for Small Archives (Archives Association of British Columbia, 1999)

• Manual of Archive Administration (Sir Hilary Jenkinson, 1922)

• Meeting the Challenge of Contemporary Records: Does it Require a Role Change for the Archivist? (Luciana Duranti, The American Archivist 63, Spring 2000)


• NAGARA Publications (National Association of Government Archives and Records Administrators)

• New Skills for a Digital Era (Society of American Archivists, 2006)

• Northwest Archivists, Inc.

• Organizations of Archives Professionals (National Archives and Records Administration)

• Overview of the Archival Profession (Society of American Archivists)

• The Past that Archives Keep: Memory, History, and the Preservation of Archival Records (Brien Brothman, Archivaria 51, Spring 2001)

• The Power of Archives: Archivists’ Values and Value in the Post-Modern Age (Mark Greene, 2010)


• Processing Manual for Archival and Manuscript Collections (University of Maryland Libraries, rev. 2011)

• Seattle Area Archivists
• **Selected Guidelines for the Management of Records and Archives** (UNESCO RAMP reader, 1990)
• **Society of American Archivists**
• **SPEC Kits** (Association of Research Libraries) These guides help libraries and archives learn about current practice in research libraries, implement new practices and technologies, manage change, and improve performance.
• **Touchstones: Considering the Relationship Between Memory and Archives** (Laura Millar, *Archivaria* 61, Spring 2006)
• **What is a Record in the Traditional Environment?** (InterPARES 1 Project)
• **What is Archival Theory and Why is it Important?** (Terry Eastwood, *Archivaria* 37, Spring 1994)
• **What’s Past is Prologue: a History of Archival Ideas Since 1898, and the Future Paradigm Shift** (Terry Cook, *Archivaria* 43, Spring 1997)

**Authenticity, Reliability, and Trustworthiness of Records**

• **Adequate Records Management in Perspective - Reliability of Official Records** (State Records of South Australia, 2011)
• **Archival Authenticity in a Digital Age** (Peter B. Hirtle, Council on Library and Information Resources)
• **Assessment of the Trustworthiness of Digital Records** (Ma, Abie, Skramstad, and Nygard, International Federation for Information Processing, 2011)
• **Authenticity in a Digital Environment** (Cullen, Hirtle, Levy, Lynch & Rothenberg, Council on Library and Information Resources, 2000)
• **Authenticity/Authentication Definitions and Sources** (Seth Dalby, InterPARES 2 Project, 2004)
• **The Long Term Preservation of Authentic Electronic Records: Findings of the InterPARES Project**
• **Preservation of the Integrity of Electronic Records** (Duranti, Eastwood, MacNeil, InterPARES 1 Project)
• **Requirements for Assessing and Maintaining the Authenticity of Electronic Records** (InterPARES 1 Project)
• **Trusting Records in a Modern World** (Heather MacNeil, *Archivaria* 51, Spring 2001)
• **Trusting records: the evolution of legal, historical, and diplomatic methods of assessing the trustworthiness of records from antiquity to the digital age** (Heather MacNeil, 1999)
• **What is an Authentic Record in the Traditional Environment?** (UBC Project, InterPARES 1)

**APPRAISAL & ACQUISITION**

• **Acquisition and Appraisal Section** (Society of American Archivists)
- **Appraisal Methodology: Macro Appraisal and Functional Analysis, Part B: Guidelines for Performing an Archival Appraisal on Government Records** (Terry Cook, Library and Archives Canada, 2000)
- **Appraisal of Modern Records** (T.R. Schellenberg, National Archives and Records Administration, Bulletin Number 8, 1956)
- **Appraisal of Personal Papers: A Critical Literature Review** (Riva A. Pollard, *Archivaria* 52, Fall 2001)
- **Appraisal policy and toolkits** (National Archives UK)
- **Appraisal Policy of the National Archives and Records Administration**
- **Archival appraisal of machine-readable records** (Harold Naugler, UNESCO RAMP study)
- **Archival Appraisal of Photographs** (William H. Leary, UNESCO RAMP study, 1995)
- **Archival appraisal of records containing personal information: A RAMP study with guidelines** (Terry Cook, UNESCO, 1991)
- **Archival appraisal of sound recordings related materials** (Helen P. Harrison, UNESCO RAMP study, 1991)
- **Beginner's Guide to Appraisal** (Archives New Zealand, 2007)
- **Bentley Historical Library Web Archives: Methodology for the Acquisition of Content** (Nancy Deromedi and Michael Shallcross, 2011)
- **Bibliography of archival literature related to the appraisal of historical materials** (Wisconsin Historical Records Repository Directory)
- **Building Records Appraisal Systems** (International Records Management Trust, 1999)
- **Collection Development for Digital Photographs** (Trevor James Bond, Washington State University, 2007)
- **Common Appraisal Criteria** (National Archives of the Netherlands)
- **Concepts of Appraisal and Archival Theory** (Luciana Duranti, 1994)
- **The Fine Art of Destruction Revisited** (Ian E. Wilson, *Archivaria* 49, Spring 2000)
- **From the Top Down: The Practice of Macro Appraisal** (Catherine Bailey, *Archivaria* 43, Spring 1997)
- **General Guidelines for the Selection of Records** (National Archives UK, 2006)
- **How to Compile an Appraisal Report** (National Archives UK, 2006)
• **Starting an Appraisal Program** *(Record Keeping for Good Governance Guideline 10, International Council of Archives, Pacific Regional Branch)*
• **Strategic Directions: Appraisal Policy** *(National Archives and Records Administration, 2003)*
• **Surveying Historical Records** *(National Archives UK, 2004)*
• **Why Records Are Kept: Directions in Appraisal** *(National Archives of Australia, 2003)*

**ARRANGEMENT & DESCRIPTION**

**Arrangement**

- **Archival Arrangement -- Five Different Operations at Five Different Levels** *(Oliver W. Holmes, National Archives and Records Administration, 1964)*
- **Archival Principles: respect des fonds and principe de provenance** *(UNESCO RAMP reader)*
- **Arrangement and Description** *(Archives Association of British Columbia, 2008)*
- **Defining Electronic Series: A Study** *(Jim Suderman, Archivaria 53, Spring 2002)*
- **Disrespecting Original Order** *(Frank Boles, The American Archivist Vol. 45, No. 1, 1982)*
- **How Records Are Grouped** *(National Archives and Records Administration)*
- **How to Proceed: Arranging** *(Procedures Manual for the Southern Historical Collection and General Manuscripts University of North Carolina at Chapel Hill, 2010)*
- **Principle of Original Order & the Organization and Representation of Digital Archives** *(Jane Zhang, 2001)*
- **Principles of Arrangement** *(Theodore Schellenberg, National Archives and Records Administration, Staff Information Paper Number 18, 1951)*
- **With Respect to Original Order: Changing Values in Archival Arrangement** *(Robert Edwards, AABC Newsletter, Volume 11 No. 1, 2001)*

**Description**

- **Archival Finding Aids and Encoded Archival Description (EAD) Training Video** *(Daniel Santamaria, Princeton University Library)*
- **Catalog and Finding Aid Systems for Pictorial Materials** *(Helena Zinkham, Library of Congress, 2004)*
- **Creating the Next Generation of Archival Finding Aids** *(Yakel, Shaw, and Renolds, D-Lib Magazine, Vol 13 Number 5/6, 2007)*
- **Describing Archives: A Content Standard (DACS)** *(Society of American Archivists)*
- **Encoded Archival Description (EAD)** *(official site, 2002)*
• **Encoded Archival Description: An Introduction and Overview** (Daniel V. Pitti, *D-Lib Magazine*, Vol 5 Number 11, 1999)
• **How to Proceed: Describing** (Procedures manual for the Southern Historical Collection and General Manuscripts University of North Carolina at Chapel Hill)
• **ISAD(G): General International Standard Archival Description** (International Council on Archives, 1999)
• **Managing the Present: Metadata as Archival Description** (David A. Wallace, *Archivaria* 39, Spring 1995)
• **MARC Standards: MARC 21 formats** (Library of Congress)
• **Mediating in a Neutral Environment: Gender-Inclusive or Neutral Language in Archival Description** (Sharon P. Larade and Johanne M. Pelletier, *Archivaria* 35, Spring 1993)
• **Metadata Strategies and Archival Description: Comparing Apples to Oranges** (Heather MacNeil, *Archivaria* 39, Spring 1995)
• **Origin and Development of the Concept of Archival Description** (Luciana Duranti, *Archivaria* 35, Spring 1993)
• **Records and Representations** (Geoffrey Yeo, Conference on the Philosophy of the Archive, Edinburgh, Scotland, 10th April 2008)
• **Rules for Archival Description (RAD)** (Bureau of Canadian Archivists, Canadian Committee on Archival Description, 2008)
• **Subject Access Points in the MARC Records and Archival Finding Aid: Enough or Too Many?** (Elizabeth J. Cox and Leslie Czechowski, 2007)
• **Unlocking Hidden Treasures through Description: Comments on Archival Voyages of Discovery** (Ann Pederson, *Archivaria* 37, Spring 1994)
• **Will Metadata Replace Archival Description: A Commentary** (Wendy Duff, *Archivaria* 39, Spring 1995)
• **Wrapping Records in Narratives: Representing Context through Archival Description** (Peter Horsman, University of Amsterdam, 2010)

**METADATA PREPARATION**

**General Information**

• **Bibliographic Control for Archival Materials** (Moyra K. Mason, 2011)
• **Controlled vocabularies, thesauri, and taxonomies** (Heather Hedden, The Indexer Vol. 26 No. 1, 2008)
• **Gentle Introduction to Metadata** (Jeff Good, University of California, Berkeley, 2000)
• **International Metadata Initiatives: Lessons in Bibliographic Control** (Priscilla Caplan, Florida Center for Library Automation, 2001)
• **Introduction to Metadata** (Chris Taylor, The University of Queensland, Australia, 2003)
• **Introduction to Metadata** (JISC Digital Media, *Managing Your Digital Resources*, 2010)
• **Introduction to Metadata for Digital Libraries** (Howard Besser, UCLA School of Education and Information, 2000)
• **Metadata** (Minnesota State Archives, 2003)
• **Metadata** (National Archives of the Netherlands)
• **Metadata Basics** (metadataetc.org)
• **Metadata Types & Functions version 1.3** (metadataetc.org, 2007)
• **NINCH Guide to Good Practice, Appendix B. Metadata** (NINCH Guide to Good Practice, Appendix B. Metadata, 2002)
• **Open Archives Initiative for Metadata Harvesting** (OAI, 2008)
• **Social Metadata for Libraries, Archives, and Museums** (Karen Smith-Yoshimura, OCLC Research, 2010)
• **Thesaurus for Graphic Materials** (Library of Congress, Prints and Photographs Division, 2007)
• **Understanding Metadata** (NISO Press, 2004)

**Administrative Metadata**

• **Administrative Components - Dublin Core DCMI Administrative Metadata** (DCMI Administrative Metadata Working Group)
• **Administrative Metadata for Digital Still Images** (Harvard University Library: Digital Repository Service, 2004)
• **Best Practices for Administrative Metadata** (University of Illinois at Urbana-Champaign)
• **Sample Administrative Metadata** (Society of American Archivists Metadata and Digital Object Roundtable, 2007)

**Descriptive Metadata**

• **Authority Files for Cataloging Pictures: Common Choices** (Library of Congress, Prints and Photographs Division, 2004)
• **Best Practices for Descriptive Metadata** (Yale University, 2008)
• **Controlled Vocabularies and Thesauri available online** (controlledvocabulary.com)
• **Descriptive Metadata Standards for RLG Cultural Materials** (Research Libraries Group, 2005)
• **Designing a Controlled Vocabulary for use with Digital Asset Libraries** (Ralph Windsor, Daydream)
• **Developing a Thesaurus** (State Records Authority of New South Wales, Australia, 2002)
• **Extending MARC for Bibliographic Control in the Web Environment: Challenges and Alternatives** (Sally McCallum, Network Development and MARC Standards Office, Library of Congress, 2000)

• **Getty Vocabularies** (Getty Research Institute)


• **International Metadata Initiatives: Lessons in Bibliographic Control** (Pricilla Caplan, Florida Center for Library Automation, 2001)

• **MARC Standards** (Library of Congress)

• **Metadata Standards Crosswalk** (Getty Research Institute, 2009)


• **Using Dublin Core** (Diane Hillman, Dublin Core Metadata Initiative, 2007)

**Preservation Metadata**


• **PREMIS (Preservation Metadata: Implementation Strategies)** (Library of Congress)

• **Preservation Metadata** (presentation slides) (Michael Day, Digital Curation Centre, 2007)


• **Preservation Metadata: Pragmatic First Steps at the National Library of New Zealand** (Sam Searle and Dave Thompson, *D-Lib Magazine* Vol 9 Number 4, 2003)


**Structural Metadata**

• **Administrative Metadata for Still Images** (Harvard University Library, 2004) Despite its title, this guide really relates to structural metadata elements such as bit samples, compressions, etc.

• **Best Practices for Structural Metadata** (University of Illinois at Urbana-Champaign)

• **Best Practices For Structural Metadata** (Yale University, 2008)

**COPYRIGHT & INTELLECTUAL PROPERTY**

• **Copyright and Cultural Institutions: Guidelines for Digitization for U.S. Libraries, Archives & Museums** (Peter B. Hirtle, Emily Hudson, and Andrew T. Kenyon, 2009)

• **Copyright Issues Relevant to the Creation of a Digital Archive: A Preliminary Assessment** (June Besek, Council on Library and Information Resources, 2003)
• Copyright Law of the United States and Related Laws Contained in Title 17 of the United States Code (United States Copyright Office, 2011)
• Copyright Law: Copyright and Libraries (Librarylaw.com)
• Copyright Resources (University of North Carolina at Chapel Hill, University Committee on Copyright, 2012)
• Copyright Term and the Public Domain in the United States (Cornell University Copyright Center, 2012)
• Copyright Town Meetings (The National Initiative for a Networked Cultural Heritage (NINCH))
• Digital Preservation and Copyright (Peter B. Hirtle, 2003)
• Library Digitization Projects and Copyright (Mary Minow, llrx.com, 2002)
• Notice to Libraries and Archives of Normal Commercial Exploitation or Availability at Reasonable Price (United States Copyright Office, 2006)
• Rights Metadata Made Simple (Maureen Whalen, Introduction to Metadata 3.0 , 2008)
• Sonny Bono Copyright Extension Act (Amendment of title 17, United States Code, 1998)

DIGITIZATION/IMAGING

General Information

• California Digital Library Glossary (California Digital Library, 2012)
• Society for Imaging Science and Technology
• Standards for Web Content Interoperability (Open Archives Initiative)
• Toward Digitizing All Forms of Documentation (George Landon, D-Lib Magazine Vol15 Number 3/4, 2009)
• Why Digitize? (Abby Smith, Council on Library and Information Resources, 1999)

Guidelines & Best Practice

• Best Practice Guidelines for Digital Collections (Office of Digital Collections and Research University of Maryland, College Park, 2007)
• Digital Library Standards and Practices (Digital Library Federation)
• Digitization Workflow and Guidelines (Ahmed Abu-Zayed, University of Exeter, 2009)
• Digitizing Audio and Video (UCLA, Office of Instructional Development, 2011)
• **Digitizing Speech Recordings for Archival Purposes**  (Bartek Plichta and Mark Kornbluh, MATRIX (Michigan State University).

• **Federal Agencies Digitization Guidelines Initiative**  (FADGI)

• **Good Practices in Digitization**  (MINERVA EC)

• **Guidance for Digitizing Audio**  (Harvard University Libraries, 2007)


• **Guidelines for Digitization Projects: for collections and holdings in the public domain, particularly those held in libraries and archives**  (UNESCO, IFLA, ICA, 2002)


• **Imaging systems, standards for accuracy and durability (Chapter 434-663 WAC)**  (Washington State Legislature, 2000)

• **Mass Digitization of Books**  (Karen Coyle, *Journal of Academic Librarianship*, v. 32, n. 6)

• **Moving Theory into Practice: Digital Imaging Tutorial**  (Cornell University Library)

• **Reformatting Microfilm and Microfiche**  (Northeast Document Conservation Center, 2007)


• **Surveying Digital Preservation Readiness: Toolkit for Cultural Organizations**  (Northeast Document Conservation Center, 2012)

• **Technical Guidelines for Digital Cultural Content Creation Programmes**  (MINERVA EC, 2008)


**Project Funding**

• **About the Hidden Collections Grant Program** (Council on Library and Information Resources)

• **Budgeting a Digital Project**  (UCLA Digital Library)


• **Digitizing Historical Records and Electronic Records Projects: Grant Opportunities**  (National Historical Publications and Records Commission)

• **Grants & Funding**  (Library of Congress)

• **Grant Opportunities, Application Guidelines, and Resources for Managing Your Grant**  (National Endowment for the Humanities, Office of Digital Humanities)
• **NEH/DFG Enriching Digital Collections** (National Endowment for the Humanities)
• **Seeking Sustainability** (Ricky Erway, OCLC Programs and Research)

**Project Planning**

• **Checklist for Digitization Projects** (Digital Research Library, University of Pittsburgh, 2003)
• **Planning Digital Projects for Historical Collections** (New York Public Library)
• **Planning Digitization Projects: A Brief Bibliography** (Harvard University Libraries)
• **What to Look for in a Scanner: Tip Sheet for Digitizing Pictorial Materials in Cultural Institutions** (Kit A. Peterson, Library of Congress, 2005)

**DISASTER PREPAREDNESS & RESPONSE**

• **Cultural Heritage Resources for Disaster Preparedness, Response, and Recovery** (National Institute for Conservation)
• **Disaster Planning and Response Internet Resources** (Independent Media Arts Preservation)
• **Disaster Planning Leaflets** (Northeast Document Conservation Center)
• **Disaster preparedness and response** (CoOL, Foundation of the American Institute of Technology, 2009)
• **Disaster Recovery Technical Bulletins and Emergency Resource Guide** (Association for Library Collections and Technical Services)
• **Disaster Resources** (Minnesota State Archives, 2009)
• **Disaster Resources Online** (Minnesota Historical Society, 2012)
• **Disaster Response: A Selected Annotated Bibliography (ALA Fact Sheet 10)** (American Library Association, 2012)
• **dPlan: The Online Disaster-Planning Tool** (Northeast Document Conservation Center)
• **Framework for Emergency Preparedness** (CoSA, 2006)
• **How to deal with wet documents** (National Archives UK)
• **Main principles of fire protection in libraries and archives: A RAMP study** (Irina G. Shepilova, UNESCO, 1992)
• **PORTALS (Portland Area Library System)** Disaster Prevention and Recovery Template Plan
• **Primer on Disaster Preparedness, Management and Response: Paper-based Materials** (National Park Service)
• **Records Emergency Information** (National Archives and Records Administration)
• **Salvage at a Glance** (Betty Walsh, Western Association for Art Conservation, 1997)
• **Salvage Operations for Water Damaged Archival Collections: A Second Glance** (Betty Walsh, WAAC Newsletter, 1997)
• **Salvage Procedures for Wet Items** (Minnesota Historical Society)
• **Vacuum freeze-drying, a method used to salvage water-damaged archival and library materials**
  (John M. McCleary, UNESCO, 1997)
• **WESTPAS** (Western States and Territories Preservation Assistance Service)

### OUTREACH

#### General Resources

• **Society of American Archivists Reference, Access, and Outreach (discussion list)**
• **Society of American Archivists’ Reference, Access, and Outreach section (blog)**

#### Theory and Justification of Outreach

• **Archives As Crossroads: Establishing Deliberative Dialog with the Past, Present, and Future** (Jill Severn, 2010)
• **From Paper Archives to People Archives: Public Programming in the Management of Archives**
  (Gabrielle Blais and David Enns, *Archivaria* 31, Winter 1990-91)
• **Keepers, Users, and Funders: Building an Awareness of Archival Value** (John J. Grabowski, *American Archivist*, Summer 1992)
• **Outreach Programs: Can They Really Help Archives?** (Moya K. Mason, 2012)
• **Preoccupied with Our Own Gardens** (Timothy Ericson, *Archivaria* 31, Winter 1990-91)
• **Selling the College and University Archives: Current Outreach Perspectives** (Tamar G. Chute, Archival Issues, v.25, no. 1/2, 2000)
• **Serving the Public Good** (from *Archives Power: Memory, Accountability, and Social Justice*, Randall C. Jimerson, 2009)
• **Towards A Vision of Archival Services** (Ian Wilson, *Archivaria* 31, 1990-91)
• **Viewing the World Upside Down: Reflections on the Theoretical Underpinnings of Archival Public Programming**
  (Terry Cook, *Archivaria* 31, Winter 1990-91)
• **What Are the Clients? Who are the Products? The Future of Archival Public Services in Perspective**
  (Barbara L. Craig, *Archivaria* 31, Winter 1990-91)

#### Practical Application of Outreach

• **Archives on the Internet: Representing Contexts and Provenance from Repository to Website**
• **Archives, Undergraduates, an Inquiry-Based Learning: Case Studies from Yale University Library**
• **EAD and the Small Repository** (Elizabeth Dow, *American Archivist*, Fall 1997)
• Embracing Web 2.0: Archives and the Newest Generation of Web Applications (Mary Samouelian, American Archivist, Spring/Summer 2009)
• Exhibiting Evidence: A Case Study (Catherine Nicholls, Archivaria 55, Spring 2003)
• From File Folder to the Classroom: Recent Primary Source Curriculum Projects (Katharine T. Corbett, American Archivist, Spring 1991)
• It Only Happens Once Every One Hundred Years: Making the Most of the Centennial Opportunity (Michael F. Kohl, American Archivist, Summer 1991)
• Primary Sources in K-12 Education: Opportunities for Archives (Julia Hendry, American Archivist, Spring/Summer 2007)
• Sound Practices: On-line Audio Exhibits and the Cultural Heritage Archive (Ian Craig Breaden, American Archivist, Spring/Summer 2006)
• “So, Your Institution Is Hosting a Presidential Debate ...": A Case Study of 2008 Programming by the University of Mississippi Archives and Special Collections (Leigh McWhite, American Archivist, Spring/Summer 2010)
• Using Web Analytics to Improve Online Access to Archival Resources (Christopher J. Prom, American Archivist, Spring/Summer 2011)

Exhibiting Archival Materials
• Guidance for Exhibiting Archive and Library Materials (The National Preservation Office, United Kingdom, 2000)
• Preservation Guidelines for Exhibiting Library and Archival Materials (University of Illinois at Urbana-Champaign)

PRESERVATION

GENERAL RESOURCES
• Basic Conservation of Archival Materials (various publications) (Canadian Council of Archives)
• Canadian Conservation Institute
• Conserve O Grams (Museum Management Program, National Park Service)
• Control of security and storage of holdings (D L Thomas, UNESCO RAMP reader)
• CoOL (Conservation Online) (Foundation of the American Institute for Conservation)
• Guide to Standards, Recommended Practices and Reference Literature Related to the Preservation of Documents of All Kinds (George Boston and Milton Keynes, UNESCO Memory of the World Project, 1998)
• Guidelines for Microfilming Records of Archival Value (Library and Archives Canada)
• Holdings Maintenance (National Archives and Records Administration)
• IPI Media Storage Quick Reference (Peter Z. Adelstein, Image Permanence Institute)
• **Library Preservation at Harvard** (Weissman Preservation Center, Harvard University Library)

• **National Park Service Museum Handbook** (National Park Service, Department of the Interior)

• **Preservation** (Library of Congress)

• **Preservation and Archives Professionals** (National Archives and Records Administration)

• **Preservation Leaflets** (Northeast Document Conservation Center)

• **Preservation of Archival Records: Holdings Maintenance at the National Archives** (Mary Lynn Ritzenthaler, National Archives and Records Administration, Technical Information Paper Number 6, 1990)

• **Preserving Records** (from Managing Public Sector Records: A Study Programme, International Council on Archives & International Records Management Trust, 1999)

• **Principles for the Care & Handling of Library Materials** (International Federation of Library Associations and Institutions, *International Preservation Issues* No. 1)

• **reCollections: Caring for Collections Across Australia** (Collections Australia Network, 2005)

• **Study on Integrated Pest Management for Libraries and Archives** (UNESCO RAMP study, Thomas A Parker, 1998)

• **Washington State Standards for the Production and Use of Microfilm** (Washington State Archives, 2008)

**PRESERVATION OF AUDIO/VISUAL RECORDS**

**General Information**

• **Audiovisual Archives: A Practical Reader** (UNESCO)

• **Audiovisual archiving: philosophy and principles** (UNESCO, 2004)

• **Audiovisual Research Collections and their Preservation** (Dietrich Schüller, European Commission on Preservation and Access, 2008)

• **Care and Handling of Alternative Media** (UC Davis University Library, The Margaret B. Harrison Preservation Department)

• **Foundations of Visual Literacy: Historic Preservation and Image Management** (Margot Note)


• **International Association of Sound and Audiovisual Archives**

• **IPI's Media Storage Quick Reference: Negative, Prints, Tapes, CDs, DVDs** (Image Permanence Institute)

• **Managing Cartographic, Architectural and Engineering Records in the Government of Canada** (Library and Archives Canada)

• **Managing Documentary Art Records in the Government of Canada** (Library and Archives Canada)

• **Message from Mr. Koichiro Matsuura, Director-General of UNESCO on the Occasion of the World Day for Audiovisual Heritage "Fading Heritage - we can save it"** (2009)

• **Photographic and Audiovisual Archives Working Group** (International Council on Archives)
- **Primer on Codex for Moving Image and Sound Archives** (Chris Lacinak, AVPS – AudioVisual Preservation Solutions, 2010)
- **Publications for archivists managing photograph and film collections** (ICA International Council on Archives)
- **Race Against Time: Preserving AV Media (Video Series)** (Conservation Center of Art and Historic Artifacts, 2010)
- **Special Issue on Cartographic Archives** (*Archivaria* 13, Winter 1981-82)
- **Still images, moving images and sound advice** (JISC Digital Media)
- **Washington State Film Preservation Manual: Low-cost & No-cost Suggestions to Care for Your Film** (Nicolette Bromberg & Hannah Palin with Libby Burke, Washington Preservation Initiative and the University of Washington Libraries, Special Collections Division)

### Audio Materials

- **Association for Recorded Sound Collections**
- **Audio Preservation Resources** (PARS Recording and Photographic Media Committee of the American Library Association)
- **Audio Procedures and Workflow for the University of Wisconsin Digital Collections Center** (Jessica Williams, Sandra Paske, and Steven Dast, 2004)
- **Best Practices for Audio Preservation** (Sound Directions: Digital Preservation & Access for Global Audio Heritage, Indiana University Digital Library Program)
- **Care and Handling of Recorded Sound Materials** (Gilles St-Laurent, National Library of Canada, 1996)
- **Cylinder, Disc, and Tape Care in a Nutshell** (Library of Congress)
- **Safeguarding the Audio Heritage: Ethics, Principles and Preservation Strategy (IAST TC03)** (International Association of Sound and Audiovisual Archives Technical Committee, 2005)

### Moving Images

- **Archival Appraisal of Moving Images (UNESCO)** (Sam Kula, 1983)
- **Association of Moving Image Archivists**
- **Care, Handling and Storage of Motion Picture Film** (Library of Congress)
- **Center for Magnetic Recording Research**
- Disaster Recovery for Films in Flooded Areas (Mick Newnham, National Film and Sound Archive, Australian Film Commission)
- Film Forever - The Home Film Preservation Guide (Association of Moving Image Archivists)
- Film Preservation Guide (National Film Preservation Foundation)
- How to Care for Video Tapes (Canadian Conservation Institute)
- Identifying and Handling Nitrate Film (Association of Moving Image Archivists, 2008)
- International Federation of Film Archives
- National Film Preservation Foundation
- Preservation Recording, Copying, and Storage Guidelines for Audio Tape Collections (Lyrasis)
- Salvaging Flooded Videotapes (Association of Moving Image Archivists)
- Storage Guide for Acetate Film (Image Permanence Institute)
- Videotape Identification and Assessment Guide (Texas Commission on the Arts, 2004)
- Videotape Preservation Factsheets (Association of Moving Image Archivists)

Still Images

- Archival appraisal of photographs (UNESCO RAMP study , William H. Leary)
- Care and Preservation of Photographic Prints (Mary Fahey, Benson Ford Research Center, 2011)
- Care of Photographic Materials: Prints (Tech Talk: Photographs Part II, Bonnie Wilson, Minnesota Historical Society)
- Care of Photographs (Northeast Document Conservation Center, rev. 2011)
- Caring for Audio-Visual and Photographic Materials (Smithsonian Museum and Conservation Institute)
- Caring for Cellulose Nitrate Film (Conserve O Gram 14/8, National Park Service, 2004)
- Caring for Color Photographs (Conserve O Gram 14/6, National Park Service, 1998)
- Caring for Photographs: General Guidelines (Conserve O Gram 14/4, National Park Service, 1997)
- Caring for Photographs: Special Formats Conserve O Gram 14/5, National Park Service, 1997)
- Caring For Photographs: Special Monochrome Processes (Conserve 0 Gram 14/7, 1998)
- Chronology of Photographic Processes (Conserve O Gram 14/3, National Park Service, 1993)
- Cold Storage: A Long-Term Preservation Strategy for Film-Based Photographic Materials (National Park Service)
- Creating Long-Lasting Inkjet Prints (Monique Fischer, Northeast Document Conservation Center, rev. 2011)
- Dating Photographs By Format and Technology (Nicolette Bromberg, University of Washington Manuscripts, Special Collections, University Archives)
- Digital Photographic Images Guidelines (University of Michigan Archives and Records Program)
- Digital Photography: Annotated Bibliography and Literature Summary (InterPARES 2 Project)
- Digital Print Preservation Portal (Image Permanence Institute)
• **Disposal of Cellulose Nitrate Film** *(Conserve O Gram 2/22, National Park Service, 2004)*

• **Early Mounted Photographs** *(David Rudd)*

• **Expanding Acceptable Transfer Requirements: Transfer Requirements for Permanent Electronic Records - Digital Photographic Records** *(National Archives and Records Administration, 2003)*

• **Graphics Atlas: print identification and characteristics** *(Image Permanence Institute)*

• **He Shoots, He Stores: New Photographic Practice in the Digital Age** *(Jessica Bushey, Archivaria 65, Spring 2008)*

• **Identification of Film-Based Photographic Materials** *(Conserve O Gram 14/9, National Park Service, 1999)*

• **IPI's Media Storage Quick Reference** *(Peter Z. Adelstein, Image Permanence Institute)*

• **Methodology for Dating Photographs Relative to 1950** *(Paul Messier, Boston Art Conservation)*

• **Photo Preservation Bibliography** *(Image Permanence Institute)*

• **Photo Preservation Glossary** *(Image Permanence Institute, 2012)*

• **Photographic Materials Group** *(AIC – American Institute for Conservation of Historic and Artistic Works)*


• **Preservation and restoration of photographic materials in archives and libraries** *(Klaus B Hendriks, UNESCO RAMP study, 1984)*

• **Short Guide to Film Base Photographic Materials: Identification, Care, and Duplication** *(Northeast Document Conservation Leaflet 5.1, Monique Fischer, rev. 2011)*

• **Storage Enclosures for Photographic Materials** *(Gary Albright, Northeast Document Conservation Center, 2007)*


• **You Won’t Believe Your Eyes: Digital Photographs as Legal Evidence** *(Roderick McCarvel, 1995)*

**PRESERVATION OF ELECTRONIC/DIGITAL MEDIA**

• **An Approach to the Preservation of Digital Records** *(Helen Heslop, Simon Davis, and Andrew Wilson, National Archives of Australia, 2002)*

• **Bibliography: Preservation File Formats for Video & Associated Metadata** *(rev 2005)*

• **Born Digital Images as Reliable and Authentic Records** *(Jessica Bushey, 2005)*

• **Care and Handling of CDs and DVDs: A Guide for Librarians and Archivists** *(Fred R. Byers, Council on Library and Information Resources, 2003)*

• **Care of Archival Compact Discs** *(Conserve O Gram 19/19, National Park Service, 1996)*

• **Care of Archival Digital and Magnetic Media** *(Conserve O Gram 19/20, National Park Service, 1996)*

• **Caring for CDs and DVDs** *(The British Library, National Preservation Office, 2008)*

• **Charter on the Preservation of Digital Heritage** *(UNESCO, 2003)*
• **Core criteria for digital preservation repositories** (Center for Research Libraries, Global Resources Network, 2007)
• **Cornell University Electronic Student Records Systems Project Report** (Cornell University Library)
• **Digital Curation Bibliography: Preservation and Stewardship of Scholarly Works** (Charles W. Bailey, Jr., 2012)
• **Digital Formats: Factors for Sustainability, Functionality, and Quality** (Carolyn R. Arms and Carl Fleischhauer, DLF Forum, 2003)
• **Digital Preservation Cost Centers** (Yale University Library, Digital Preservation Committee, 2006)
• **Digital Preservation Publications** (Council on Library and Information Resources (CLIR))
• **Digital Preservation Readiness Webliography** (Liz Bishoff, Northeast Document Conservation Center, 2007)
• **Digital signatures and electronic records** (Filip Boudrez, Expertisecentrum DAVID, 2005)
• **Evaluating Your File Formats** (National Archives UK, 2011)
• **File Format Conversion** (National Archives UK, 2011)
• **File Format Guidelines for Preservation and Long-term Access** (Library and Archives Canada, 2010)
• **File format registry PRENOM** (National Archives UK)
• **File Formats & Guidelines** (Harvard University Information Technology, 2008)
• **File Formats for Preservation** (DPC Technology Watch Series Report, Malcolm Todd, 2009)
• **Frequently Asked Questions (FAQ) About Digital Audio and Video Records** (National Archives and Records Administration)
• **Guide to Distributed Digital Preservation** (Katherine Skinner and Matt Schultz, eds., 2010)
• **How to Preserve Authentic Electronic Records** (InterPARES 1 Project)
• **Ingest and Maintenance of Electronic Records: Moving Theory to Practice** (TCDL Bulletin)
• **Knowledge Base Digital Preservation** (National Archives of the Netherlands)
• **Media Type Preservation Plan** (Artefactual Systems, 2012)
• **Meeting the challenges of digital preservation: The OAIS reference model** (Brian Lavoie, OCLC Newsletter, No. 243:26-30, 2000)
• **Memory of the Information Society** (Jean Michel Rodes, Geneviève Piejut, and Emmanuèle Plas, UNESCO Publications for the World Summit on the Information Society, 2003)
• **Metadata Standards Framework – Preservation Metadata (Revised)** (National Library of New Zealand, 2003)

• **Preservation in the Age of Large-Scale Digitization: A White Paper** (Oya Y. Rieger, Council on Library and Information Resources, 2008)

• **PREservation Metadata: Implementation Strategies (PREMIS)** (Library of Congress)

• **Preservation of modern cartographic products** (László Zentai, *e-Perimetron*, Vol.1, No. 4, 2006)

• **Preserving Access to Digital Information** (National Library of Australia)

• **Preserving Access to Digital Information: Digitization** (National Library of Australia)

• **Recommended Data Formats for Preservation Purposes in the Florida Digital Archive** (Florida University)

• **Sustainability of Digital Formats: Planning for LOC Collections** (Library of Congress)

• **Sustainable Economics for a Digital Planet: Ensuring Long Term Access to Digital Information** (The Blue Ribbon Task Force on Sustainable Digital Preservation and Access, 2010)

• **Trusted Digital Repositories Attributes & Responsibilities** (Research Libraries Group, OCLC, 2010)

• **Understanding Faculty to Improve Content Recruitment for Institutional Repositories** (Nancy Foster and Susan Gibbons, *D-Lib Magazine*, Volume 11 Number 1, 2005)

• **Web Archives: The Future(s)** (Eric T. Meyer, Arthur Thomas, and Ralph Schroeder, Oxford Internet Institute, University of Oxford, 2011)

• **Web Archiving** (Alex Ball, Digital Curation Centre, UKOLN, University of Bath, 2010)

• **Will Today’s Internet Maps be Available Tomorrow? The Preservation and Archiving of the Cybercartographic Atlas of Antarctica through Action Research** (Tracey P. Lauriault, D. R. Fraser Taylor, Peter L. Pulsifer, Geomatics and Cartographic Research Centre, Canada)

### Preservation of Paper Based Materials

• **Advice for Framing Art, Documents, Letters, Photographs, and other Paper Items** (Minnesota Historical Society)

• **Care and Preservation of Documents and Works of Art on Paper** (Mary Fahey, 2002)


• **Flattening Maps** (CoOL, Conservation DistList, January 9, 1995)

• **How To Preserve Acidic Wood Pulp Paper** (*Conserve O Gram* 19/24, National Park Service, 2001)

• **Managing Cartographic, Architectural and Engineering Records in the Government of Canada** (Library and Archives Canada)

• **Matting and Framing for Art and Artifacts on Paper** (Northeast Document Conservation Center, 2007)

• **Planning equipping and staffing a document reprographic service** (UNESCO RAMP study with guidelines) (James A Keene and Michael Roper)
• **Practical Considerations for Humidifying and Flattening Paper** (Stephanie Watkins, The Book and Paper Group Annual 21, 2002)

• **Preservation and restoration of paper records and books** (Carmen Crespo and Vicente Vinas, UNESCO RAMP Study)

• **Preserving Newspapers** (Library of Congress)

• **Preserving Works on Paper: Manuscripts, Drawings, Prints, Posters, Maps, Documents** (Library of Congress)

• **Preventive Care of Graphic Art on Paper** (Cornell University Library, Department of Preservation and Conservation, 2001)

• **Removal of Damaging Fasteners from Historic Documents** (Northeast Document Conservation Center)

• **Repairing Paper Artifacts** (Northeast Document Conservation Center)

• **Storage Solutions for Oversized Paper Artifacts** (Northeast Document Conservation Center, 2007)

---

**RECORDS MANAGEMENT**

**General Resources**

• **Agency Record Keeping Requirements: a Management Guideline** (National Archives & Records Administration, Management Guide Series, 1995)

• **Archival and records management legislation and regulations** (Eric Ketelaar, UNESCO RAMP study)

• **ARMA International (Association of Records Managers and Administrators)**

• **Building Better Records Management Skills** (State Records Authority of New South Wales, Sydney, Australia 2003)

• **Development of records management and archive services within United Nations Agencies** (Marie Charlotte Stark, UNESCO RAMP study)

• **GARP Generally Accepted Recordkeeping Principles** (ARMA International, 2009)

• **Guide to Completing a Survey of Physical Records** (Archives New Zealand, 2011)

• **Guide to Developing a Recordkeeping Policy** (Archives New Zealand, 2009)

• **Guidelines for curriculum development in records management and the administration of modern archives** (Michael Cook, UNESCO RAMP study)

• **Guidelines for the Compilation of a Records Management Policy** (National Archives and Records Service of South Africa, 2006)

• **How to Develop a Recordkeeping Policy** (National Archives of Australia, 2004)

• **How to Develop a Records Procedures Manual** (New York State Office of Records Management, 2003)

• **ISO 15489-1 Information and documentation - Records management** (International Standards Organization, 2001)
• Managing Records in the Modern Office: Taming the Wild Frontier (John McDonald, Archivaria 39, Spring 1995)
• Managing the Message: Guidelines on Managing Formal and Informal Communications as Records (New South Wales Archives and Records Management Authority, 2004)
• NARA Records Management Publications (National Archives and Records Administration)
• Preparation of records management handbooks for government agencies (Murielle Doyle and André Frénéire, UNESCO RAMP study, 1991)
• Preservation of the Integrity of Electronic Records (UBC Project: Luciana Duranti, Terry Eastwood, and Heather Mac Neil, 1997)
• Put It In Writing: Developing Records Management Policies and Procedures Workbook (New York State Archives, 2011)
• Record Keeping in Brief: Short guides on managing records (New South Wales Archives and Records Management Authority)
• Records Management Policy (The National Archives UK, 2010)
• Records surveys and schedules (Derek Charman, UNESCO RAMP study)
• Rules for Activities Involved in MANAGE ARCHIVAL FRAMEWORK (InterPARES 1 Project)
• Seven Attributes of an Effective Records Management Program (Thomas D. Norris, New York State Archives, 2003)
• Standards and Best Practices for Excellence in Managing Records and Information (ARMA International)
• Use of sampling techniques in the retention of records (Felix Hull, UNESCO RAMP study)

Electronic Records Management

• Checklist for Records Management and the Cloud (National Archives of Australia, 2011)
• Creating an Electronic Filing Structure: A Guidance (Joanne Weins, TAB, 2008)
• Decommissioning Websites (Australian Government, Department of Finance and Administration, 2010)
• Digital Recordkeeping Self Assessment Checklist (National Archives of Australia, 2004)
• Digital Signature Dilemma (Jean-François Blanchette, Annales des Télécommunications, May/June 2006.)
• Digital Signatures and Electronic Records (Filip Boudrez, Expertisecentrum DAVID, 2005)
• E-Government Electronic Records Management Initiative (National Archives and Records Administration)
• Electronic Mail: State by State Guidance (NAGARA, 2012)
• Electronic Recordkeeping Metadata Standard (Archives New Zealand, 2008)
• **Electronic records management and archives in international organisations** (Charles M. Dollar, UNESCO RAMP study)
• **Electronic Records Management: Blogs, Wikis, Facebook, Twitter & Managing Public Records** (Washington State Archives, 2009)
• **Email Management Guidelines** (Library and Archives Canada, 2009)
• **Guidance on Managing Content on Shared Drives (NARA Bulletin 2012-02)** (National Archives & Records Administration, 2012)
• **Guide to Managing Web Records** (Archives New Zealand, 2009)
• **Guidelines on developing a policy for managing email** (Eleanor Russell, National Archives UK, 2004)
• **Implementing an EDRMS - Key Considerations** (National Archives of Australia, 2011)
• **Making & Maintaining Digital Materials: Guidelines for Individuals** (InterPARES 2 Project)
• **Managing and Sharing Data: A Best Practice Guide for Researchers** (UK Data Archive, rev. 2011)
• **Managing Datasets** (Archives New Zealand, 2009)
• **Managing Digital Records** (New South Wales Archives and Records Management Authority, 2009)
• **Managing Electronic Records in Archives and Special Collections (SAA workshop bibliography)** (Seth Shaw and Nancy Deromedi, 2011)
• **Managing Electronic Records in Shared Network Drives - Good Practice Guidance** (David Cloy, University of Stirling, 2007)
• **Managing Social Content - to maximize value and minimize risk** (AIIM white paper, 2012)
• **MoReq2 (Model Requirements for the Management of Electronic Records)** (European Commission, 2008)
• **NARA Electronic Records Management (ERM) Guidance on the Web: Media Neutral Records Guidance** (National Archives and Records Administration)
• **NARA Records Management Bulletins** (National Archives and Records Administration)
• **NARA Records Management Regulations** (National Archives and Records Administration)
• **Performance Criteria for Records Managers of Governmental Bodies** (National Archives and Records Service of South Africa, 2006)
• **Preserving Digital Records: Guidelines for Organizations** (InterPARES 2 Project)
• **Recordkeeping and Online Security Processes** (National Archives of Australia, 2004)
• **Records Management and Web 2.0** (New South Wales Archives and Records Management Authority, 2009)
• **Sedona Guidelines: Best Practice Guidelines & Commentary for Managing Information & Records in the Electronic Age** (Sedona Conference, 2007)

**Legal Considerations**

• **Commentary on ESI Evidence and Admissibility** (Sedona Conference, 2008)
• **Commonly Used Terms for E-Discovery and Digital Information Management** (The Sedona Conference Glossary)
• **Compliance: Records Management and the Law** (Barbara E. Nye, ICTUS Consulting, 2008)
• **Database PrinciplesAddressing the Preservation and Production of Databases and Database Information in Civil Litigation** (Sedona Conference, 2011)
• **E-Discovery Federal Rules of Civil Procedure and Federal Rules of Evidence** (Linda Volonino and Ian Redpath)
• **Electronic Discovery Law blog: legal issues, news, and best practices related to the discovery or electronically stored information** (K&L Gates)
• **HIPAA and its impact on information management** (ARMA International Washington Policy Brief)
• **Navigating the Vendor Proposal Process: Best Practices for the Selection of Electronic Discovery Vendors** (Sedona Conference, 2007)
• **Records Management Strategy and the Legal Admissibility of Electronic Records** (Information Age, 2006)
• **Sarbanes-Oxley and its impact on information management** (ARMA International Washington Policy Brief)
• **The Sedona Conference Commentary on Legal Holds: The Trigger and the Process**
• **What is a Legal Hold?** (Legal Holds and Trigger Events)
• **What is Electronic Discovery?** (ARMA International)

**RECURSOS EN ESPAÑOL**

• **Como Mejorar el Proceso de Encuadernacion en Su Biblioteca** (LYRASIS)
  Un folleto a educar el personal en la coordinación, en inpection, y en el control de calidad de la encuadernación de la biblioteca.
• **Contenido del Plan de Prevencion de Desastres** (LYRASIS)
  Los componentes claves de un plan completo de la preparación del desastre.
• **Directrices para materiales audiovisuales y multimedia en bibliotecas y otras Instituciones** (Bruce Royan, Monika Cremer, IFLA)
• **Documentos de Papel**
  (Spanish version of *Caring for Paper Documents*)
  Smithsonian Museum Conservation Institute
• **Llevando la Teoría a la Práctica: Tutorial de Digitalización de Imágenes**
  (Spanish version of *Moving Theory into Practice: Digital Imaging Tutorial*)
  Cornell University Library
• **El Manejo de los Libros en Colecciones Generales** (LYRASIS) Un folleto que da las pautas para manejar los libros en coleciones.
• **Especificaciones Ambientales para el Almacenamiento de Materiales de Bibliotecas y Archivos** (LYRASIS) Este folleto detalla los controles cuán ambientales son necesario a la vida útil de materias documentales en la biblioteca y colecciones de archivo y deben ser mantenido.

• **Esquema de Toma Ddecision para Recuperacion de Desastres** (LYRASIS) 
Este folleto es un árbol de la toma de decisiones para ayudar en la recuperación de materias.

• **Lineamientos de Preservación de Grabaciones, Duplicacion, y Almacenamiento para Colecciones de Cintas de Audio** (LYRASIS) 
Un leaflet que detalla las pautas para registrar, para copiar, y para almacenar cintas de audio para extender su vida útil.

• **Lista de Existencias en el Almacen de las Instalaciones** (LYRASIS) 
Este folleto es una lista de verificación listaba y detallaba la ubicación, la cantidad, y las fechas para la emergencia o suministros internos desastre-relacionados.

• **Planeacion del Presupuesto para Preservacion** (LYRASIS) 
Hoja de trabajo de presupuesto de conservación.

• **Preparacion para Prevencion y Recuperacion de Desastres Bibliografia Selecta** (LYRASIS) 
Estas materias de la lista del folleto muy útil en planes institucionales reveladores de desastre.

• **Preservacion en Bibliotecas y Archivos: Bibliografia Selecta** (LYRASIS) 
Este folleto incluye los trabajo del centro en áreas mayores del campo de la conservación.

• **Prevencion y Proteccion contra Desastres Lista de Inspeccion** 
Esta lista de verificación es utilizada para la inspección e información-reuniendo periódicos para la planificación del desastre y la prevención.

• **Proceso de Planeacion contra Desastres** 
Un folleto que resume los pasos de un proceso de la desastre-planificación.

• **Secado de Libros y Documentos Mojados** 
Un folleto que describe los métodos para secar mojó los libros y los registros.

Links verified: June 22, 2012