



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

Gregory S. Hunter, Gregory S. Hunter

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Library Journal and other review journals raved about the first edition of this now-standard guide. This new edition has been completely updated ad expanded to include crucial new information on digital records, encoded arcival description (EAD), copyright issues, post-9/11 security concerns, international perspectives on tuse issues--content that makes this manual essential for archivists of all backgrounds. Setting up archives, appraisal and accessioning, acquisition strategies and policies, arrangement description, reference and access, preservation, and electronic records are just some of the topics covered in both theory and practice in this clear, comprehensive, ad practial guide.



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