



Developing Archives and Special Collections: From the Ground Up (Chandos Information Professional Series)

Adam Winger, Trevor Alvord

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Archives and special collections organize rare books, manuscripts, and unique objects. They must at once process and preserve special materials, and make these accessible to the public. *Developing Archives and Special Collections* details the strategies and obstacles in moving from a relatively disorganized archive, reminiscent of an attic, to an organized and robustly integrated digital presence. It details the process of developing an archive, from inception to completion. The book is broken down into six parts, beginning with an introduction to the Stevens Institute. The second part covers gaining intellectual control over the archive through discovery, conceptualization, and planning. The third part covers processing, physically arranging the collection, product over process, and basic materials preservation. The fourth part covers using descriptions standards, accessioning, and creating finding aids and container lists. The fifth part considers digital collections, creation, diversifying, and creating a web of digital collections. Finally, the book considers partnerships in marketing and outreach, including innovative thinking, developing advocates for your library, and how to make your work accessible to others.

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