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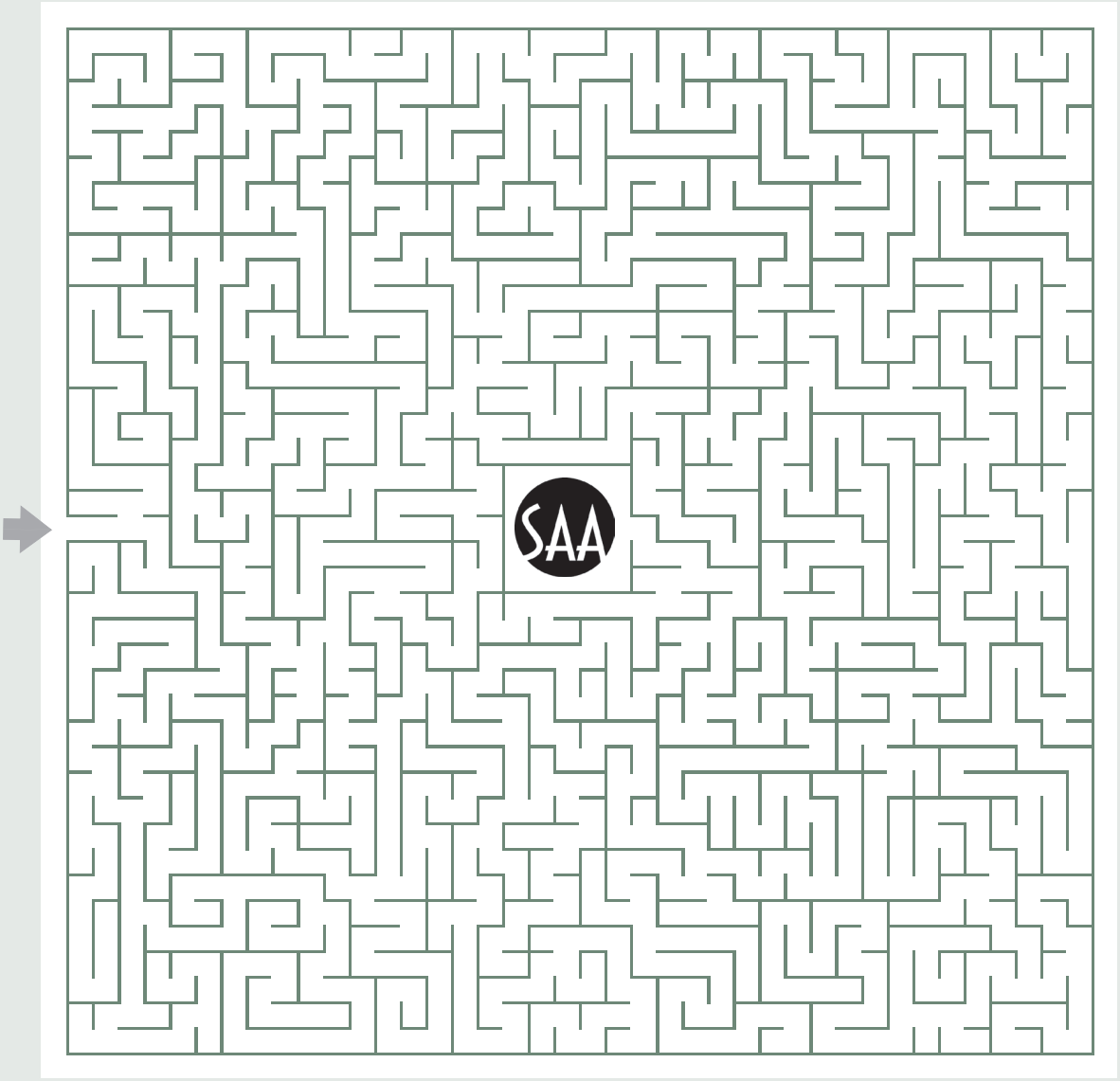

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TRENDS IN ARCHIVES PRACTICE

#TRENDING

TRENDS IN ARCHIVES PRACTICE is an open-ended series by the Society of American Archivists featuring brief, authoritative treatments—written and edited by top-level professionals—that fill significant gaps in archival literature.

Twenty modules treat discrete topics relating to the practical management of archives and manuscript collections in the digital age, and are clustered together by subject matter: arrangement and description, digital rights, trusted digital repository, teaching with primary sources, digital preservation, appraisal and acquisition, and descriptive standards.

Here's what you get with each module:

- Review of issues related to its discrete topic
- Discussion of relevant standards, policies, practices, procedures, tools, technologies, and services
- Description of current activities
- Practical recommendations
- Leads on other resources of value.

What makes the series TRENDS IN ARCHIVES PRACTICE truly unique is that the 20 modules are also available individually so that readers can mix and match modules that best satisfy their needs and interests. The goal of this approach is to offer agile resources that can be customized for classrooms, workshops, webinars, and your workplace—essential reading for students and practicing archivists alike!

There are additional modules in the pipeline that will address innovative approaches to outreach, photo archives, and more! In the meantime, checkout the first 20 modules . . .

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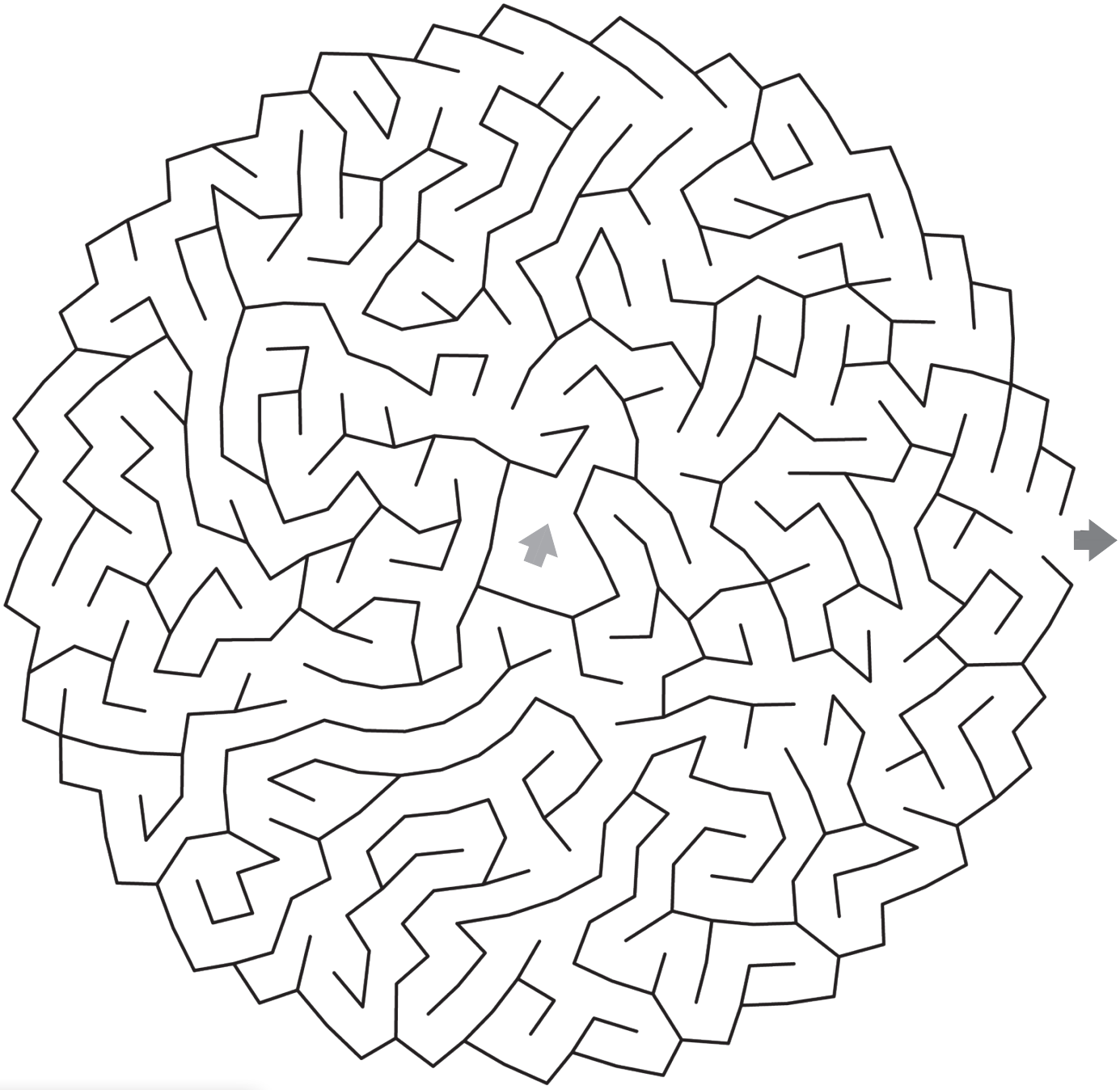

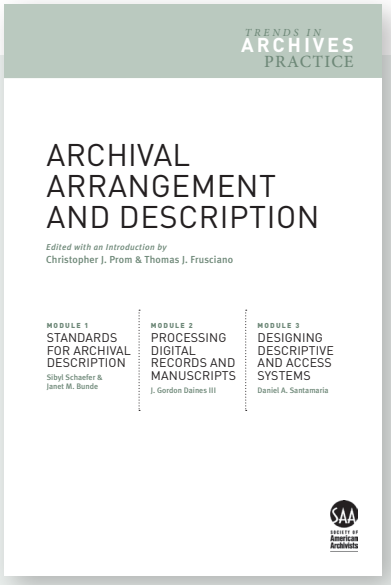

ARCHIVAL ARRANGEMENT AND DESCRIPTION

Edited by Christopher J. Prom & Thomas J. Frusciano

Provides archivists with basic knowledge on modern archival descriptive practices. Features three modules:

- **Module 1: Standards for Archival Description** *by Sibyl Schaefer & Janet M. Bunde*
  Untangles the history of standards development and provides an overview of descriptive standards that an archives might wish to use.
- **Module 2: Processing Digital Records and Manuscripts** *by J. Gordon Daines III*
  Builds on familiar terminology and models to show how any repository can take practical steps to process born-digital materials and to make them accessible to users.
- **Module 3: Designing Descriptive and Access Systems** *by Daniel A. Santamaria*
  Offers implementation advice on the wide range of tools and software that support specific needs in arranging, describing, and providing access to analog and digital archival materials.

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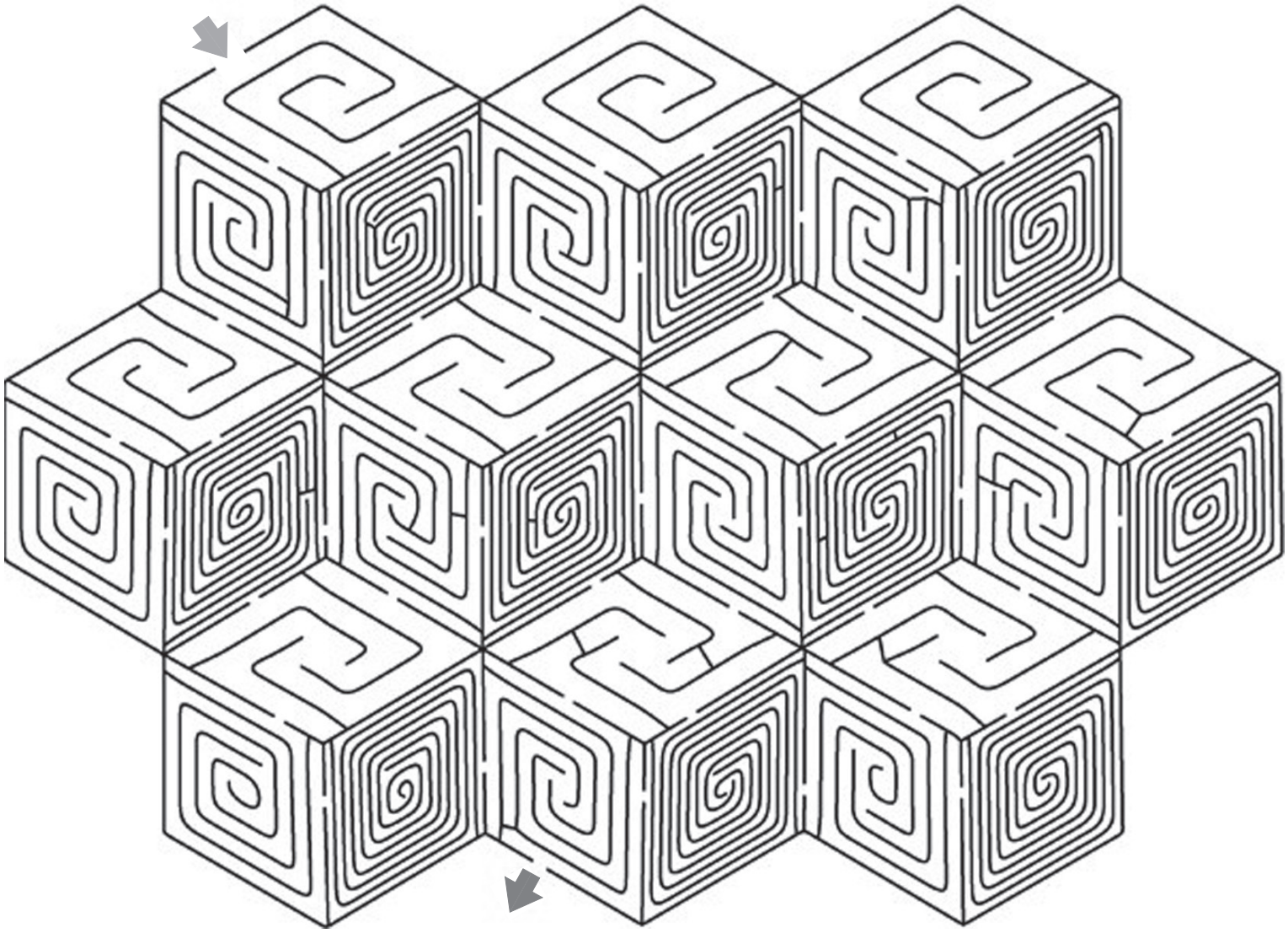

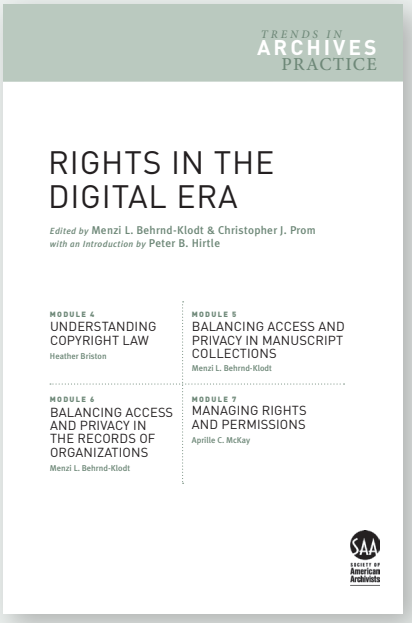

RIGHTS IN THE DIGITAL ERA

Edited by Menzi Behrnd-Klodt & Christopher J. Prom

A useful introduction to the law of copyright, privacy, publicity, and trademarks from an archival perspective. Features four modules:

- **Module 4: Understanding Copyright Law** *by Heather Briston*
  Describes the main principles of copyright law and outlines strategies for addressing common issues, special topics, and digital projects.
- **Module 5: Balancing Access and Privacy in Manuscript Collections** *by Menzi L. Behrnd-Klodt*
  Introduces basic access and privacy laws, concepts, definitions, and professional ethical standards affecting manuscript materials and private and family papers.
- **Module 6: Balancing Access and Privacy in the Records of Organizations** *by Menzi L. Behrnd-Klodt*
  Introduces basic access and privacy laws, concepts, definitions, and professional ethical standards affecting the management of records created by organizations, businesses, agencies, and other entities.
- **Module 7: Managing Rights and Permissions** *by Aprille C. McKay*
  Provides practical guidance to help archivists transfer, clear, manage, and track rights information in analog and digital archives.

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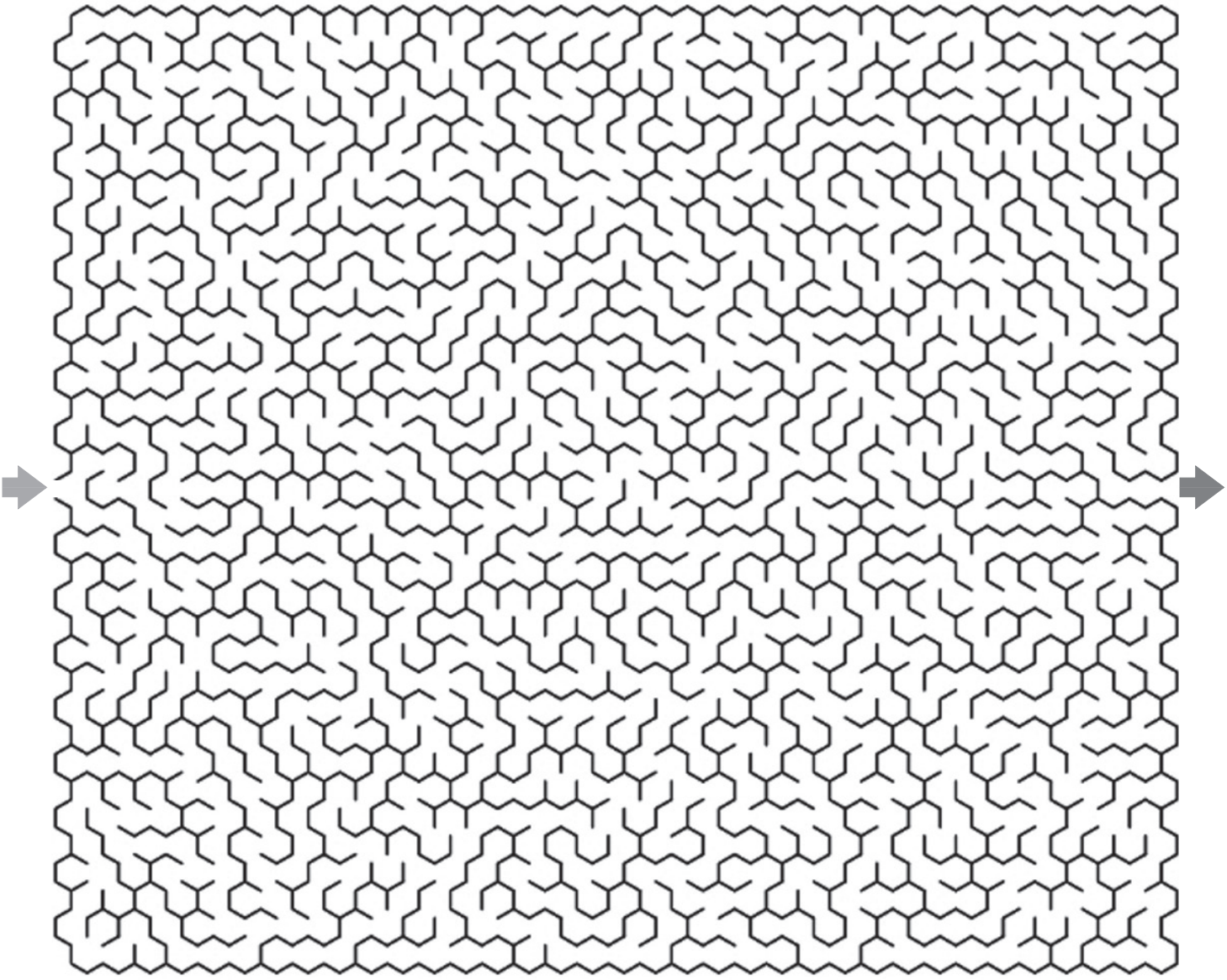

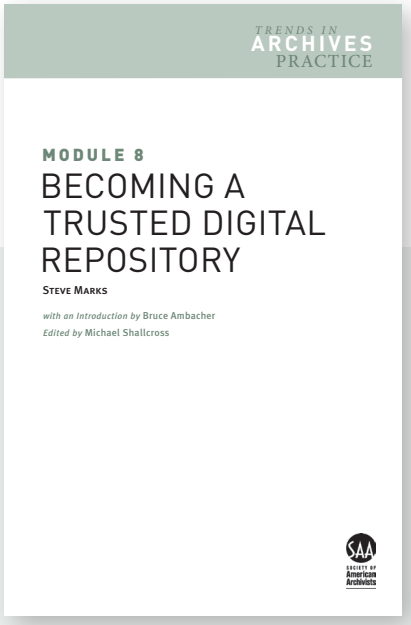

Module 8: BECOMING A TRUSTED DIGITAL REPOSITORY

By Steve Marks with an introduction by Bruce I. Ambacher
Edited by Michael J. Shallcross

This standalone module provides an accessible and complete introduction to ISO 16363 Audit and Certification of Trustworthy Digital Repositories. It is an annotated guide to the standard. Especially useful to archivists conducting self-assessments or audits against the standard. It also has much to offer archivists who are establishing, operating, or renewing digital archives programs.

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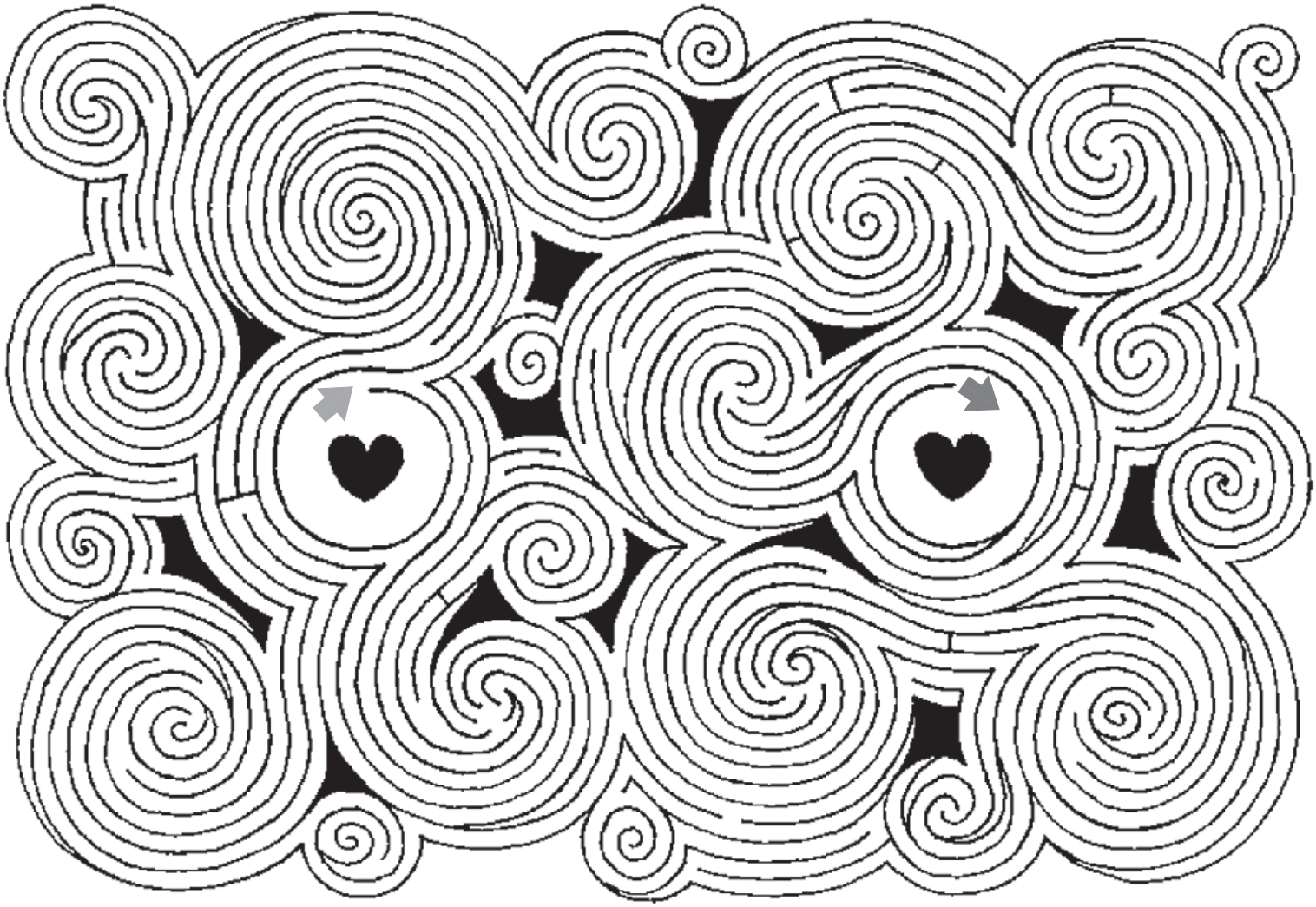

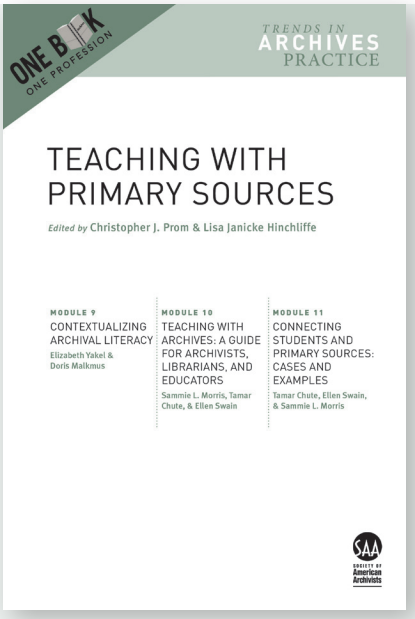

TEACHING WITH PRIMARY SOURCES

Edited by Christopher J. Prom & Lisa Janicke Hinchliffe

Presents a wealth of resources for meeting the challenges of primary source literacy instruction. Features three modules:

- **Module 9: Contextualizing Archival Literacy** *by Elizabeth Yakel & Doris Malkmus*
  Examines the evolving theory of archival literacy in relation to domain knowledge, primary source literacy, and information literacy to facilitate meaningful use of archival and manuscript collections.
- **Module 10: Teaching with Archives: A Guide for Archivists, Librarians, and Educators** *by Sammie L. Morris, Tamar Chute & Ellen Swain*
  Provides practical guidance to archivists, librarians, and educators on teaching with archival materials, offering tips for beginners as well as seasoned instructors.
- **Module 11: Connecting Students and Primary Sources: Cases and Examples** *by Tamar Chute, Ellen Swain & Sammie L. Morris*
  Offers an analytical guide and example assignments for teaching with primary materials, based on case study accounts and interviews with practitioners and experts in the field.

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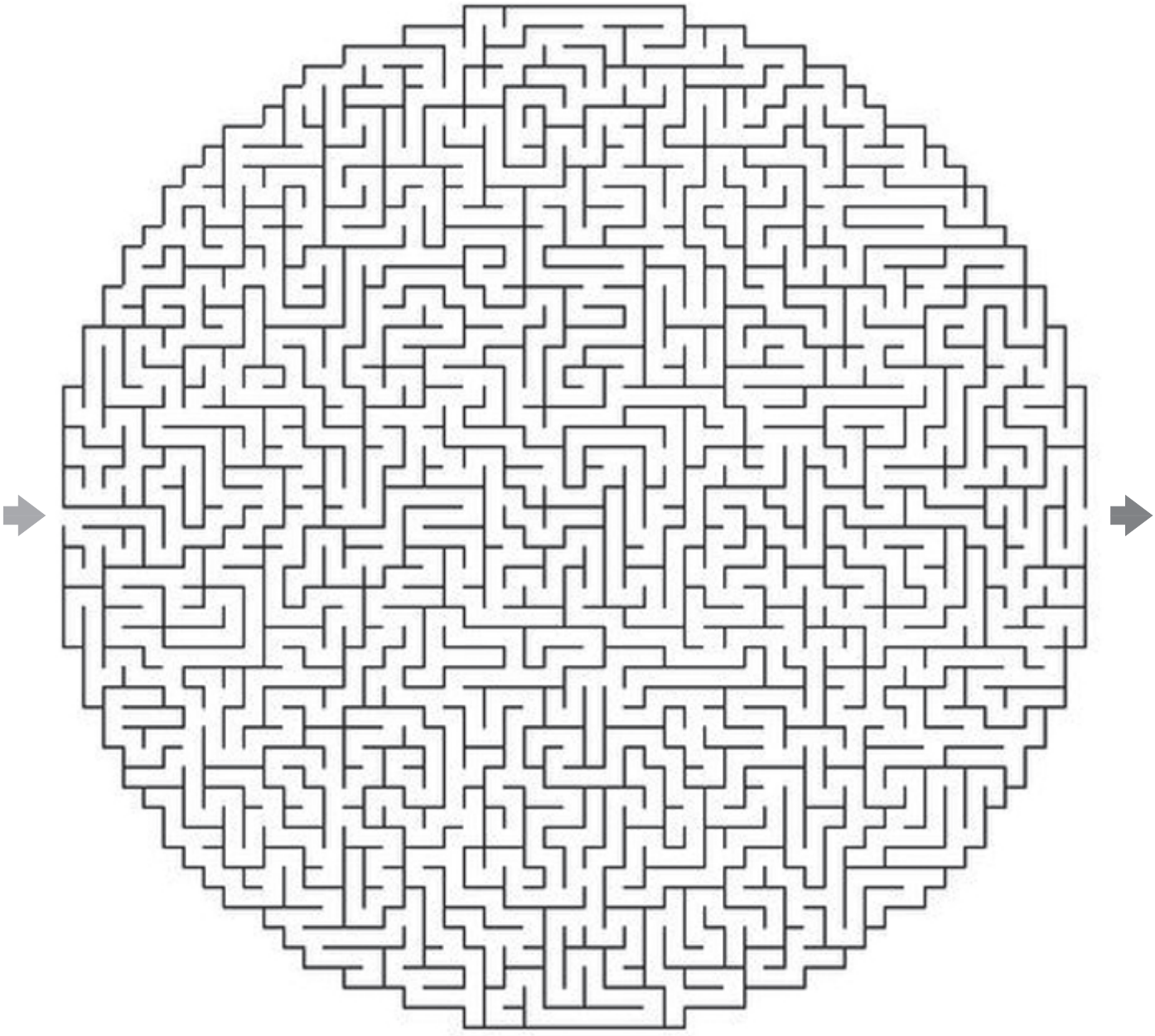

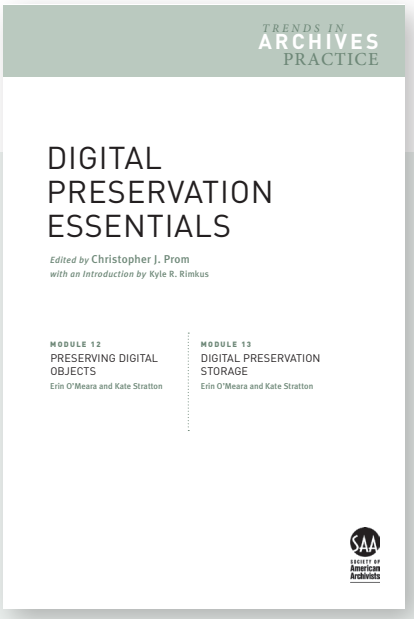

DIGITAL PRESERVATION ESSENTIALS

Edited by Christopher J. Prom with an introduction by Kyle R. Rimkus

Provides a grounding in the fundamental concepts of digital preservation and a command of its key terminology and practices. Features two modules:

- **Module 12: Preserving Digital Objects** *by Erin O'Meara & Kate Stratton*
  Explores concepts of digital preservation in the archival context, focusing on standards and metadata required to make digital objects accessible and understandable over time.
- **Module 13: Digital Preservation Storage** *by Erin O'Meara & Kate Stratton*
  Provides an introduction to digital storage best practices for long-term preservation, including terminology, hardware, and configurations.

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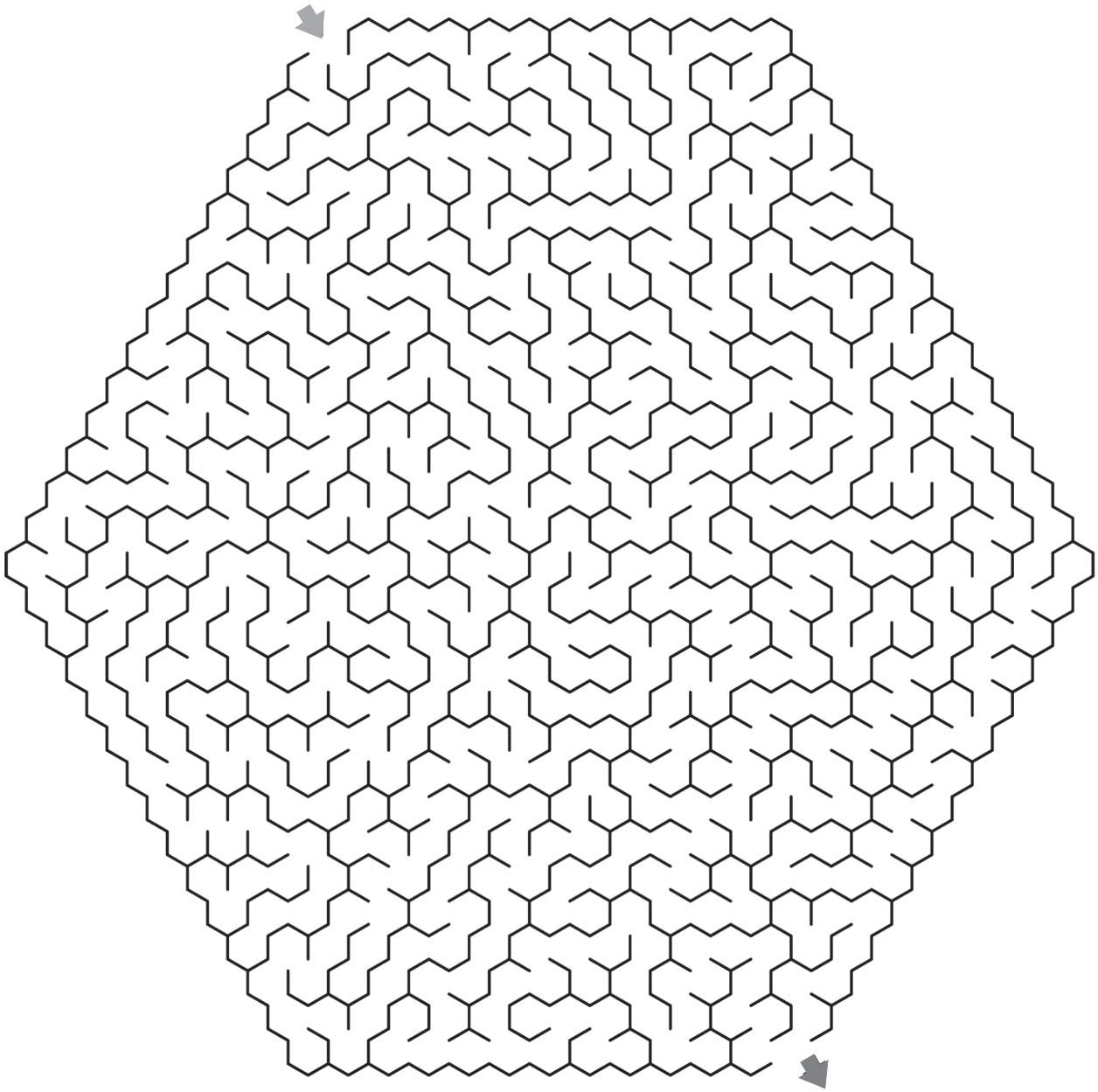

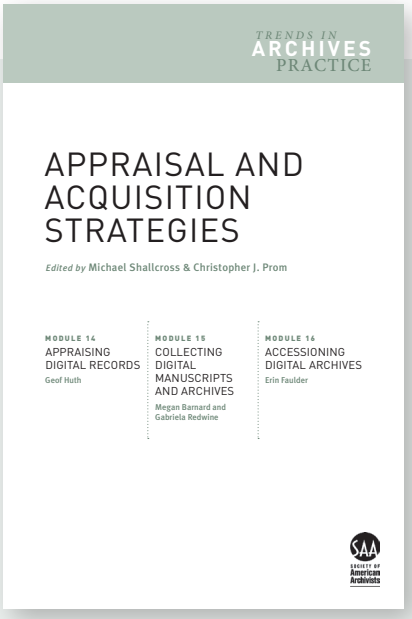

APPRAISAL AND ACQUISITION STRATEGIES

Edited by Michael Shallcross and Christopher J. Prom

Practical guidance for archives seeking to establish or enhance protocols and procedures to acquire digital content. Features three modules:

- **Module 14: Appraising Digital Records** *by Geof Huth*
  Provides practical tools and resources for conducting and documenting an appraisal of digital records.
- **Module 15: Collecting Digital Manuscripts and Archives** *by Megan Barnard & Gabriela Redwine*
  Demonstrates how to integrate digital archives and manuscripts into collection development policies and strategies, build strong relationships with creators and colleagues, appraise born-digital materials prior to an acquisition, and prepare for the challenges of collecting digital manuscripts and archives.
- **Module 16: Accessioning Digital Archives** *by Erin Faulder*
  Presents digital preservation best practices and standards for developing policies, procedures, and infrastructure to accession born-digital materials.

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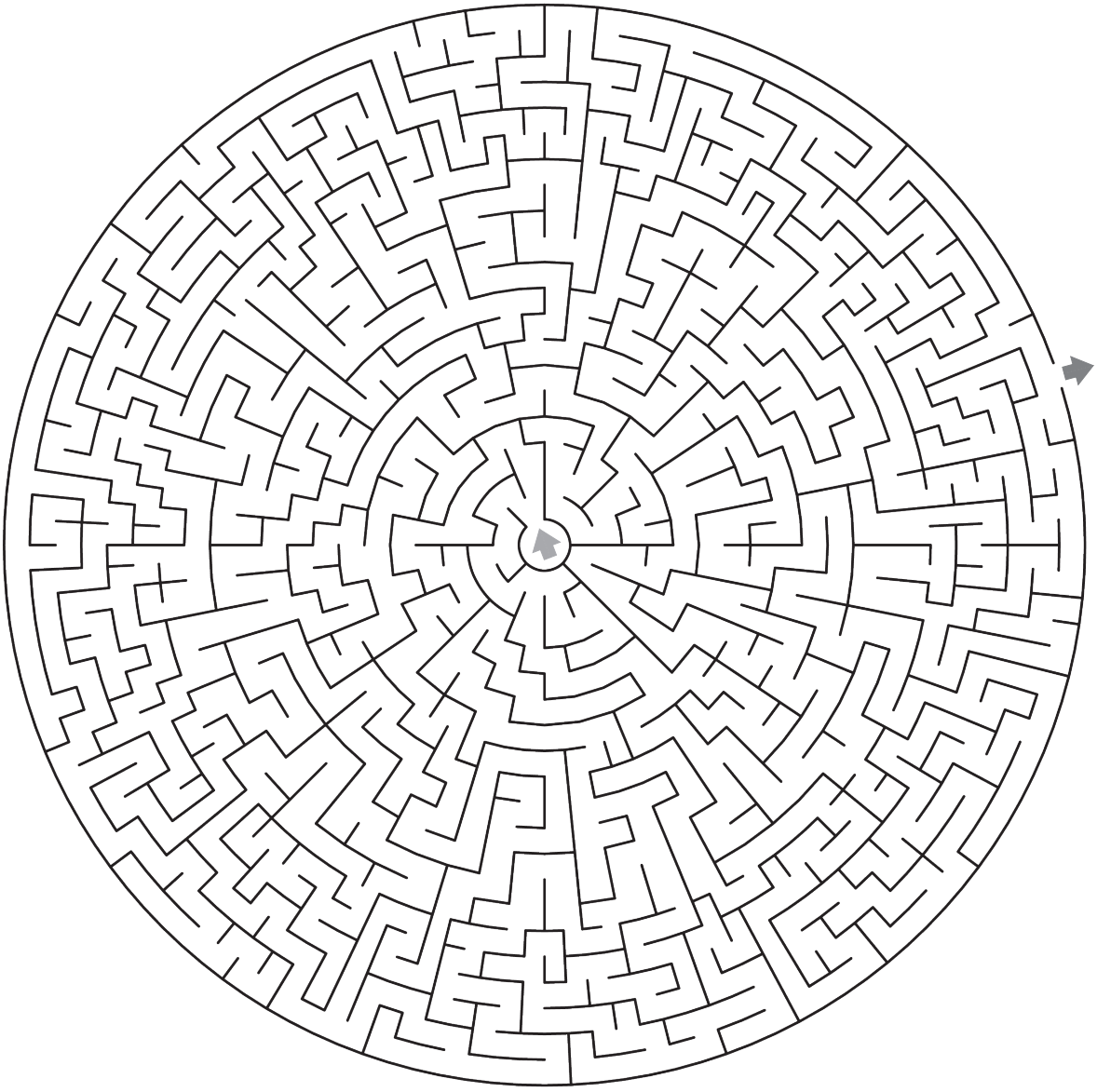

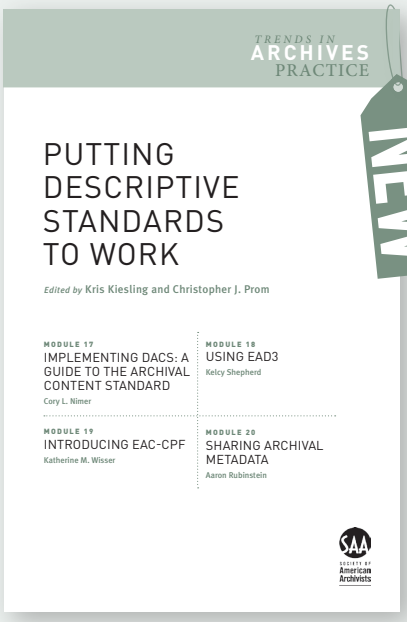

NEW

PUTTING DESCRIPTIVE STANDARDS TO WORK

Edited by Kris Kiesling and Christopher J. Prom

Take a deeper dive by examining current descriptive standards as well as online tools for sharing and linking data. Features four modules:

- **Module 17: Implementing DACS—A Guide to the Archival Descriptive Standard** *by Cory L. Nimer*
  Leads archivists through the provisions of Describing Archives: A Content Standard (DACS) with the aim of assisting institutions in choosing between available options and creating documentation for local application. Includes extended examples of recording DACS content in EAD3, EAC-CPF, and MARC formats.
- **Module 18: Using EAD3** *by Kelcy Shepherd*
  Provides an introduction to Encoded Archival Description Version EAD3, including its benefits and challenges, relationship to other archival standards, and overall structure. Discusses changes in the recent version and offers practical information on implementation.
- **Module 19: Introducing EAC-CPF** *by Katherine M. Wisser*
  Introduces the standard Encoded Archival Context – Corporate Bodies, Persons and Families (EAC-CPF) and situates it in the wider archival standards landscape.
- **Module 20: Sharing Archival Metadata** *by Aaron Rubinstein*
  Explores the potential of data created by archivists and, using approaches and tools for sharing structured data, how it can be shared with researchers in the digital humanities as well as how it can enhance archivists' own discovery systems and strategies.

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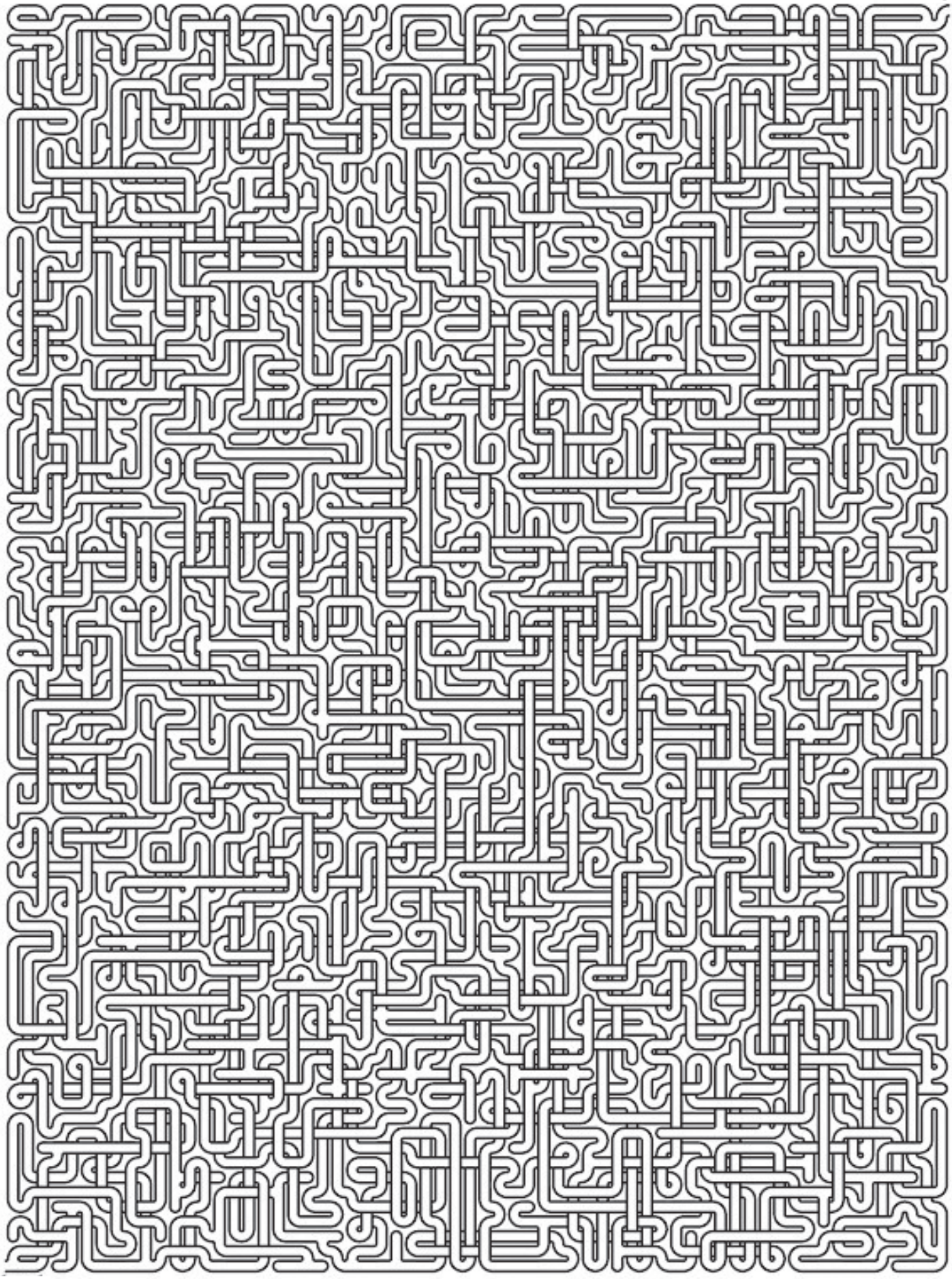

start

MOVING IMAGE AND SOUND COLLECTIONS FOR ARCHIVISTS

by Anthony Cocciolo

This book is for every archivist (or archivist-in-training) who has opened a box or file cabinet or otherwise unearthed some carrier of moving image and sound and has wondered what to do. You may have not recognized the format, you may have not known if it held video or audio, and you may have not known how to describe the item. It's even possible that you did not recognize it as a carrier of moving image and sound. Most archivists encounter—and most archives contain—some form of moving image and sound material. These can include recordings of events on video, oral histories captured on audiotape, and films created by independent filmmakers. Here's practical guidance on how to preserve and make accessible the moving image and sound record, from the most relevant legacy formats to born-digital formats.

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ONE BOOK ONE PROFESSION

How can archivists create a diverse record or recruit and retain a diverse workforce? Whose stories are being told—and by whom? Where are the silences in the record? These questions and more are at the heart of the 2017 One Book, One Profession selection, ***Through the Archival Looking Glass: A Reader on Diversity and Inclusion***, edited by Mary A. Caldera and Kathryn M. Neal. In ten essays incorporating theory and case studies, archivists explore prominent themes related to diversity and question the archive on representation, authority, neutrality, objectivity, and power. This book illustrates a multitude of perspectives and issues so that fresh voices can emerge alongside more familiar ones, and new concepts can be examined along with new perspectives on established ideas.

Let's read *Through the Archival Looking Glass*–together! Host a book discussion within your institution, among archivists in your community, or at a regional meeting! Group discounts + study guide questions available at *archivists.org /one-book-one-profession*

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