

ARCHIVES MANAGEMENT BASICS RESOURCE LIST

Compiled by Nathan Georgitis, July 2026

GENERAL

Hamill, Lois. 2013. *Archives for the Lay Person : A Guide to Managing Cultural Collections*. Lanham, Maryland: AltaMira Press, a division of Rowman & Littlefield Publishers, Inc.

WorldCat Record: <https://search.worldcat.org/title/830813305>

Millar, Laura. 2017. *Archives : Principles and Practices*. Second edition, Facet Publishing.

WorldCat Record: <https://search.worldcat.org/title/988175086>

Society of American Archivists' Archival Fundamentals Series

https://mysaa.archivists.org/nc__store?category=a0L0b00000TzqoYEAR&filter=All

RESOURCE DESCRIPTION

Society of American Archivists. 2013. *Describing Archives : A Content Standard*. Second edition. Chicago: Society of American Archivists.

WorldCat Record: <https://search.worldcat.org/title/853459179>

Project Homepage: <https://www2.archivists.org/groups/technical-subcommittee-on-describing-archives-a-content-standard-dacs/describing-archives-a-content-standard-dacs-second->

2015 2nd Edition PDF: https://files.archivists.org/pubs/DACS2E-2013_v0315.pdf

Ethnographic Thesaurus, American Folklore Society

The AFS Ethnographic Thesaurus (version 2.3) is a vocabulary that can be used to improve access to information about folklore, ethnomusicology, ethnology, and related fields. The American Folklore Society developed the Thesaurus in cooperation with the American Folklife Center of the Library of Congress and supported by a generous grant from the Scholarly Communications Program of the Andrew W. Mellon Foundation.

Term Library: <https://id.loc.gov/vocabulary/ethnographicTerms.html>

Project Homepage: <https://americanfolkloresociety.org/resources/afs-ethnographic-thesaurus/>

Perera, Treshani. 2021. *Critical Cataloging: Identifying and Dismantling Bias in Description*. Association for Recorded Sound Collections. Eugene, OR. [video]

Treshani Perera discusses her experience incorporating critical cataloging principles as part of cataloging/metadata work, and provides examples and strategies for prioritizing diversity, equity, inclusion, and social justice in description.

https://arsc.aviaryplatform.com/c/ARSC_webinar_20210114_Perera

RECORDED SOUND COLLECTIONS MANAGEMENT

Library of Congress. Care, Storage, and Handling of Audio Visual Materials.

<https://www.loc.gov/preservation/care/record.html>

Seubert, David and George Blood. 2011. *Outsourcing Audio Preservation Work*. Association for Recorded Sound Collections. Eugene, OR. [video]

Successful audio preservation requires the completion of many tasks and functions including project planning, selection, metadata collection, digitization, quality control, long-term storage, access to preserved content and many others. Audio content owners may not have the expertise to tackle each step in-house. Outsourcing preservation work may have technical, economic, and strategic advantages for many archives whether large or small. In this session, the ARSC Technical Committee explores the outsourcing process as well as key issues in working with vendors.

https://arsc.aviaryplatform.com/c/ARSC_conf_2011_Seubert_Blood_video

DIGITAL ASSET MANAGEMENT BASICS

Tadic, Linda. 2021. *Managing Your Digital Assets*. Association for Recorded Sound Collections. Eugene, OR. [video]

https://arsc.aviaryplatform.com/c/ARSC_Webinar_20210811_Tadic

Digital Preservation Handbook. 2016. 2nd edition. Glasgow: Digital Preservation Coalition.

<http://handbook.dpconline.org/>

ARCHIVAL SUPPLIES

University Products : <https://www.universityproducts.com/>

Hollinger Metal Edge : <https://www.hollingermetalede.com/>

Bags Unlimited (for Recorded Sound Supplies) : <https://www.bagsunlimited.com/>