

a practical guide for information management professionals

adrian brown

Florent Thouvenin, Peter
Hettich, Herbert Burkert, Urs Gasser

Archiving Websites Adrian Brown, 2006-06 This important book is the first to offer practical guidance to information management professionals seeking to implement web archiving programmes of their own It is essential reading for those who need to collect and preserve specific elements of the web from national domains or individual subject areas to an organization s own website Drawing on the author's experience of managing the National Archives web archiving programme together with lessons learned from other international initiatives this book provides a comprehensive overview of current best practice. It assumes only a basic understanding of IT and web technologies but also offers much to more technically oriented readers. Contents include the development of web archiving selection policies collection methods quality assurance preservation delivery to user optimizing websites for archiving legislation managing a web archiving programme future trends. Readership Written to address audiences from the whole spectrum of information management sectors this book is vital reading for three types of reader policy makers who need to make decisions about establishing or developing an institutional web archiving programme information management professionals who may be required to implement a web archiving programme and website owners and web masters who may be required to facilitate archiving of their own websites

The Complete Guide to Personal Digital Archiving Brianna H. Marshall, 2018-12-13 Scholars and scrapbookers alike need your help with saving their most important digital content But how do you translate your professional knowledge as a librarian or archivist into practical skills that novices can apply to their own projects The Complete Guide to Personal Archiving will show you the way helping you break down archival concepts and best practices into teachable solutions for your patrons projects Whether it s a researcher needing to cull their most important email correspondence or an empty nester transferring home movies and photographs to more easily shared and mixed digital formats this book will show you how to offer assistance providing explanations of common terms in plain language quick non technical solutions to frequent patron requests a look at the 3 2 1 approach to backing up files guidance on how to archive Facebook posts and other social media methods for capturing analog video from obsolete physical carriers like MiniDV proven workflows for public facing transfer stations as used at the Washington D C Memory Lab and the Queens Library mobile scanning unit talking points to help seniors make proactive decisions about their digital estates perspectives on balancing core library values with the business goals of Google Amazon Facebook and other dominant platforms and additional resources for digging deep into personal digital archiving Featuring expert contributors working in a variety of contexts this resource will help you help your patrons take charge of their personal materials What are Archives? Louise Craven, 2016-02-11 This collection of essays breaks new ground in archival studies in the UK where professional archival texts have traditionally concentrated on the how not the why of archival work Studies of the theoretical role of for example the archive and the text or the archive and political power have meanwhile been undertaken in other academic disciplines where there is an established forum for the discussion

of related issues This book invites the archivist to join that arena of debate whilst appealing to all those interested in archives from other disciplines the authors encourage archivists to step away from the practicalities of keeping archives to consider what it is they actually do in the cultural context of the early 21st century. The wider context of technological innovation and the internet form the backdrop to this collection The book explores change and continuity in the archival paradigm the textual nature of archives and asks if views of manuscripts and personal papers are changing it looks at specific developments in community archives at concepts of identity and culture in archives and it presents the fruits of innovative studies of users of archives Taken together these essays written by leading experts in the field provide a new understanding of the role of the archive today Research Data Management - A European Perspective Filip Kruse, Jesper Boserup Thestrup, 2017-12-04 Based on case studies this book offers an insight in various European activities and practices in data management and their interaction with policies and programs The latter form the background for the following case studies provide the conceptual framework at the same time giving an exhaustive understanding of the specific subjects The case studies share common themes and give a concrete insight into vital issues such as web archiving digitization of analog archives researchers motivations for sharing data and how libraries archives and researchers can collaborate in creating research tools and services Remembering and Forgetting in the Digital Age Florent Thouvenin, Peter Hettich, Herbert Burkert, Urs Gasser, 2018-08-24 This book examines the fundamental question of how legislators and other rule makers should handle remembering and forgetting information especially personally identifiable information in the digital age It encompasses such topics as privacy data protection individual and collective memory and the right to be forgotten when considering data storage processing and deletion The authors argue in support of maintaining the new digital default that personally identifiable information should be remembered rather than forgotten The book offers guidelines for legislators as well as private and public organizations on how to make decisions on remembering and forgetting personally identifiable information in the digital age It draws on three main perspectives law based on a comprehensive analysis of Swiss law that serves as an example technology specifically search engines internet archives social media and the mobile internet and an interdisciplinary perspective with contributions from various disciplines such as philosophy anthropology sociology psychology and economics amongst others Thanks to this multifaceted approach readers will benefit from a holistic view of the informational phenomenon of remembering and forgetting This book will appeal to lawyers philosophers sociologists historians economists anthropologists and psychologists among many others Such wide appeal is due to its rich and interdisciplinary approach to the challenges for individuals and society at large with regard to remembering and forgetting in the digital age Guide to Reference Jo Bell Whitlatch, Susan E. Searing, 2014-08-06 Ideal for public school and academic libraries looking to freshen up their reference collection as well as for LIS students and instructors conducting research this resource collects the cream of the crop sources of general reference and library science information

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collection aims to explore some of the possible ways of approaching the web of the past based on the assumption that the past is not only important for historical purposes but because it must be taken into consideration in order to fully understand the web of the present and the web of the future The book includes a foreword by Charles Ess and contributions from Kirsten Foot Steven Schneider Alexander Halavais Ken Hillis and more **Library and Information Science** Michael F. Bemis, 2014-03-03 This unique annotated bibliography is a complete up to date guide to sources of information on library science covering recent books monographs periodicals and websites and selected works of historical importance In addition to compiling an invaluable list of sources Bemis digs deeper examining the strengths and weaknesses of key works A boon to researchers and practitioners alike this bibliography Includes coverage of subjects as diverse and vital as the history of librarianship its development as a profession the ethics of information science cataloging reference work and library architecture Encompasses encyclopedias dictionaries directories photographic surveys statistical publications and numerous electronic sources all categorized by subject Offers appendixes detailing leading professional organizations and publishers of library and information science literature This comprehensive bibliography of English language resources on librarianship the only one of its kind will prove invaluable to scholars students and anyone working in the field **Digital Libraries** Mel Collier, 2010 This book brings together international experience of business planning for digital libraries the business case planning processes costs and benefits practice and standards and comparison with the traditional library Although there is a vast literature already on other aspects of digital libraries business planning is a subject that until now has not been systematically integrated in a book Digital libraries are being created not only by traditional libraries but also by museums archives media organizations and any institution concerned with managing scientific and cultural information Business Planning for Digital Libraries is designed for practitioners in the cultural and scientific sectors for students in information sciences and cultural management and in particular for people engaged in managing digital libraries and repositories in electronic publishing and e learning and in teaching and studying in these fields **Developing and** Maintaining Practical Archives Gregory S. Hunter, 2020-04-14 Since its original publication Hunter's manual has been not only a rich and ready reference tool but also a practical resource for solving problems Catholic Library World and no text has served as a better overview of the field of archives Newly revised and updated to more thoroughly address our increasingly digital world including integration of digital records and audiovisual records into each chapter it remains the clearest and most comprehensive guide to the discipline Former editor of American Archivist the journal of the Society of American Archivists SAA Hunter covers such keystone topics as a history of archives including the roles of historical societies and local history collections in libraries new sections on community archives diversity and inclusion conducting a survey and starting an archival program selection appraisal acquisition accessioning and deaccessioning important points of copyright privacy and ethics arrangement of archival collections with a discussion of new theories description including DACS EAD and tools

such as ArchivesSpace access reference and outreach with a look at how recent innovations in finding aids can help researchers preservation including guidance on how to handle rare books maps architectural records and artifacts digital records addressing new and popular methods of storage and preservation of email social media image files webpages Word documents spreadsheets databases and media files disaster planning security and theft prevention metrics assessment establishing employee procedures and policies working with interns and volunteers and other managerial duties public relations and marketing from social media and the Web to advocacy and professional guidelines and codes such as the newly developed SAA Statement of Core Values of Archivists Providing in depth coverage of both theory and practice this manual is essential for archivists at all levels of experience and of all backgrounds **Public Sector Records Management Kelvin** Smith, 2016-04-15 Records management has undergone significant change in recent years owing to the introduction of freedom of information legislation as well as the development of e government and e business and the need to manage records effectively in both the private and public sector There are very few purely practical texts for records managers and this book aims to fill that gap The author has spent his entire career in public sector records management and has contributed to records management standards for governments around the world The text is wholly practical and written at an accessible level Although the author discusses legislation and examples from the UK the book is relevant to public sector records management at an international level It will be essential reading for professionals in record management posts as well as anyone who is responsible for record keeping as part of their operational duties Writing about Archaeology Graham Connah, 2010-03-08 In this book Graham Connah offers an overview of archaeological authorship its diversity its challenges and its methodology Based on his own experiences he presents his personal views about the task of writing about archaeology The book is not intended to be a technical manual Instead Connah aims to encourage archaeologists who write about their subject to think about the process of writing He writes with the beginning author in mind but the book will be of interest to all archaeologists who plan to publish their work Connah s overall premise is that those who write about archaeology need to be less concerned with content and more concerned with how they present it It is not enough to be a good archaeologist One must also become a good writer and be able to communicate effectively Archaeology he argues is above all a literary discipline Archives and Manuscripts ,2007 **Practical Digital Preservation** Adrian Brown, 2013-05-23 A practical guide to the development and operation of digital preservations services for organizations of any size Practical Digital Preservation offers a comprehensive overview of best practice and is aimed at the non specialist assuming only a basic understanding of IT The book provides guidance as to how to implement strategies with minimal time and resources Digital preservation has become a critical issue for institutions of all sizes but until recently has mostly been the preserve of national archives and libraries with the resources time and specialist knowledge available to experiment As the discipline matures and practical tools and information are increasingly available the barriers to entry are falling for

smaller organizations which can realistically start to take active steps towards a preservation strategy However the sheer volume of technical information now available on the subject is becoming a significant obstacle and a straightforward guide is required to offer clear and practical solutions Each chapter in Practical Digital Preservation covers the essential building blocks of digital preservation strategy and implementation leading the reader through the process International case studies from organizations such as the Wellcome Library Central Connecticut State University Library in the USA and Gloucestershire Archives in the UK illustrate how real organizations have approached the challenges of digital preservation Key topics include Making the case for digital preservation Understanding your requirements Models for implementing a digital preservation service Selecting and acquiring digital objects Accessioning and ingesting digital objects Describing digital objects Preserving digital objects Providing access to users Future trends Readership Anyone involved in digital preservation and those wanting to get a better understanding of the process students studying library and information science LIS archives and records management courses and academics getting to grips with practical issues **Information Update** ,2007 Business Archives ,2006 The Handbook of Art and Design Librarianship Paul Glassman, Judy Dyki, 2017-10-24 The Handbook of Art and Design Librarianship integrates theory and practice to offer guidelines for information professionals working in art and design environments who need to support and anticipate the information needs of artists designers architects and the historians who study those disciplines Since the first edition of this title the world of art and design libraries has been transformed by rapid advances in technology an explosion in social media and the release of new standards and guidelines This new edition offering mostly entirely new chapters provides an accessible fully updated guide to the world of academic art and design libraries from a range of international experts who reflect current practice at a global level Coverage includes case studies and library profiles providing benchmarks for developing facilities teaching and learning including the ACRL Framework teaching with special collections meta literacies instructional design and cultural differences developments in institutional repositories digital humanities and makerspacescontemporary library design spaces for collaboration and sustainability This book will be useful reading for students taking library and information science courses in art librarianship special collections and archives as well as practising library and information professionals in art and design school libraries art museum libraries and public libraries

The International Business Archives Handbook Alison Turton, 2017-09-19 The International Business Archives Handbook provides up to date information and guidance on key issues relating to the understanding and management of the historical records of businesses Key features include Chapter contributions from a range of experts in their respective fields Content covering business archive and business history initiatives around the world Practical advice combined with thought provoking discussion on issues hitherto little addressed Useful quick reference tables global case study examples and further reading suggestions The handbook is an invaluable guide for students archive professionals and business historians alike It is

also an important reference tool for business professionals involved in information management more generally

The Top Books of the Year Archiving Websites A Practical Guide For Information Management Professionals The year 2023 has witnessed a remarkable surge in literary brilliance, with numerous engrossing novels captivating the hearts of readers worldwide. Lets delve into the realm of popular books, exploring the captivating narratives that have charmed audiences this year. Archiving Websites A Practical Guide For Information Management Professionals: Colleen Hoovers "It Ends with Us" This poignant tale of love, loss, and resilience has captivated readers with its raw and emotional exploration of domestic abuse. Hoover expertly weaves a story of hope and healing, reminding us that even in the darkest of times, the human spirit can succeed. Archiving Websites A Practical Guide For Information Management Professionals: Taylor Jenkins Reids "The Seven Husbands of Evelyn Hugo" This spellbinding historical fiction novel unravels the life of Evelyn Hugo, a Hollywood icon who defies expectations and societal norms to pursue her dreams. Reids compelling storytelling and compelling characters transport readers to a bygone era, immersing them in a world of glamour, ambition, and self-discovery. Discover the Magic: Delia Owens "Where the Crawdads Sing" This mesmerizing coming-of-age story follows Kya Clark, a young woman who grows up alone in the marshes of North Carolina. Owens spins a tale of resilience, survival, and the transformative power of nature, captivating readers with its evocative prose and mesmerizing setting. These bestselling novels represent just a fraction of the literary treasures that have emerged in 2023. Whether you seek tales of romance, adventure, or personal growth, the world of literature offers an abundance of compelling stories waiting to be discovered. The novel begins with Richard Papen, a bright but troubled young man, arriving at Hampden College. Richard is immediately drawn to the group of students who call themselves the Classics Club. The club is led by Henry Winter, a brilliant and charismatic young man. Henry is obsessed with Greek mythology and philosophy, and he quickly draws Richard into his world. The other members of the Classics Club are equally as fascinating. Bunny Corcoran is a wealthy and spoiled young man who is always looking for a good time. Charles Tavis is a quiet and reserved young man who is deeply in love with Henry. Camilla Macaulay is a beautiful and intelligent young woman who is drawn to the power and danger of the Classics Club. The students are all deeply in love with Morrow, and they are willing to do anything to please him. Morrow is a complex and mysterious figure, and he seems to be manipulating the students for his own purposes. As the students become more involved with Morrow, they begin to commit increasingly dangerous acts. The Secret History is a brilliant and suspenseful novel that will keep you guessing until the very end. The novel is a warning tale about the dangers of obsession and the power of evil.

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