



Connecting to
Collections Care

Archival Processing – Principles and Practical Strategies

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Arrangement And Description Resources

Processing Manuals

David M. Rubenstein Rare Book and Manuscript Library, Duke University
<http://bit.ly/2lyDwe4>

Rockefeller Archive Center: https://docs.rockarch.org/processing_manual/

Stuart A. Rose Manuscript, Archives, and Rare Book Library, Emory University
<http://bit.ly/2kuJTig>

University of California Libraries <http://bit.ly/2khDLdf>

Standards

Describing Archives: A Content Standard <http://bit.ly/2kwHjYX>

Encoded Archival Context (EAC) <https://eac.staatsbibliothek-berlin.de/>

Encoded Archival Description (EAD) <http://www.loc.gov/ead/>

General International Standard Archival Description (ISAD-G) <http://bit.ly/2IVTsqJ>

DACS (Describing Archives: A Content Standard) <http://bit.ly/2IXEY9S>

Describing Archives: A Content Standard, Second Edition (DACs)
<https://www2.archivists.org/standards/DACS>

Items of Interest

Linear Footage Calculator <http://bit.ly/2IAelrq>

Administrator (August 10, 2009) “On “records,” papers,” and “collection”: a DACs case in point”
On Archiving Schapiro Blog <http://bit.ly/2IBkFPz>

Books

Daniels, J. Gordon. **Processing Digital Records and Manuscripts**. Chicago: Society of American Archivists, 2013.

Hackbart-Dean, Pamela S. and Elizabeth A. Slomba. **How to Manage Processing in Archives and Special Collections**. Chicago: Society of American Archivists, 2012.

Meissner, Dennis. **Arranging and Describing Archives and Manuscripts**. Chicago: Society of American Archivists, 2019.

Prom, Christopher J. and Thomas J. Frusciano. **Archival Arrangement and Description**. Chicago: Society of American Archivists, 2013.

Roe, Kathleen. **Arranging and Describing Archives and Manuscripts**. Chicago: Society of American Archivists, 2005.

Santamaria, Daniel A. **Extensible Processing for Archives and Special Collections**. Chicago: ALA Neal-Schuman, 2015.

Schaefer, Sibyl and Janet M. Bunde. **Standards for Archival Description**. Chicago: Society of American Archivists, 2013.

Past Connecting to Collections Care Webinars on Related Topics

Caring for Archives: Fundamentals for Everyone (2016) <http://bit.ly/2jXA9g6>

Caring for Artifacts Found in Archives Collections (2016) <http://bit.ly/2m2jIFz>