



Preserving Archives, Second Edition (Principles and Practice in Records Management and Archives)

Helen Forde, Jonathan Rhys-Lewis

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A brand new and fully updated edition of this seminal work on archival preservation. Access to archival material - the documentary heritage of people all over the world that gives them their identity and ensures their rights - is dependent on the survival of fragile materials: paper, parchment, photographic materials, audiovisual materials and, most recently, magnetic and optical formats. The primary importance of such survival is widely acknowledged but sometimes overlooked in a rush to provide ever better means of access. But without the basic material, no services can be offered. Preservation is the heart of archival activity. Archivists in all types of organizations face questions of how to plan a preservation strategy in less than perfect circumstances, or deal with a sudden emergency. This book considers the causes of threats to the basic material, outlines the preservation options available and offers flexible solutions applicable in a variety of situations. It offers a wide range of case studies and examples from international specialists. This revised edition also includes a new chapter on the management and training of volunteers, reflecting a key concern for many archival institutions. This is a vital handbook for professional archivists, but also for the many librarians, curators and enthusiasts, trained and untrained, in museums, local studies centres and voluntary societies in need of good clear advice

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