



Archives: Principles and Practices

Laura Agnes Millar

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Whether you have hands-on or managerial involvement with an archival collection, you need up-to-date, practical guidance written specifically for 21st century archivists. Divided into four easy-to-follow parts, this authoritative handbook from experienced archivist Laura A. Millar addresses the contextual, strategic, operational, and practical issues associated with creating an archival program. Millar covers the critical topics you need to know to improve your professional skills, including: Establishing principles, policies, and procedures; Managing day-to-day operations; Caring for different types of archival materials; Enhancing outreach and public access; Ensuring the growth and sustainability of the institution and its services. This new title is essential for anyone involved in collecting, curating, and managing archives because the accessible, jargon-free language provides both novice and experienced professionals with a clear outline of all the fundamental principles and practices in the field.

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