Resources for Archives and Archivists

Resources for archives and archivists have been gathered with the understanding that the information needs for the archival community and institutions entering into a digital program may differ from those of a museum, library, botanical gardens or other cultural heritage institution (such as information and resources about EAD). However specific you feel your needs may be, Lyrasis will always encourage cross-cultural collaboration. If you do not find what you need here, please see the other resources sections.

If you have a resource that you believe would be a valuable addition, please contact Leigh Grinstead.

The American Institute for Conservation of Historic and Artistic Works (AIC) now host Conservation OnLine (CoOL) after 22 years of its being hosted by Stanford University Libraries. CoOL is a web-based library of conservation information, covering a wide spectrum of topics of interest to those involved with the conservation of library, archives, and museum materials. It contains approximately 120,000 documents, including an online archive of the Journal of the American Institute for Conservation. It also includes the Conservation DistList, with 9,969 subscribers from at least 91 countries. CoOL serves as both an important resource for information and as a forum for conservation professionals all over the world.

AMIA
AMIA-L is an e-mail discussion list sponsored by the Association of Moving Image Archivists (AMIA). It is intended to facilitate communication among AMIA members and professionals in related disciplines interested in issues relevant to the association, to archival issues involving all aspects of moving image materials and moving image archives, and to any related technologies or special interests of the profession. Appropriate postings from AMIA non-members are welcome, and subscription to AMIA-L is open to the public.

Archival Management Software: A Report for the Council on Library and Information Resources
With generous support from The Andrew W. Mellon Foundation, the Council on Library and Information Resources has launched a multiyear program that addresses the challenge of cataloging hidden collections—those materials held in special collections, archives, and other restricted or relatively inaccessible settings. The program has two major dimensions: first, to identify hidden collections of potential value to scholars; and second, to address the thorny issue of cataloging such materials efficiently, effectively, and in such a way that the catalog records are available to scholars through the Web. In this paper, Lisa Spiro describes and analyzes some of the major technologies that are available to librarians, curators, and archivists and the implications of deploying these systems for existing workflows.

Best Practice Guidelines for Digital Collections at University of Maryland Libraries
The first edition introduced University of Maryland Library staff to the opportunities and challenges of creating digital collections by addressing: current standards across media, the application of metadata and issues of project management. The second edition, addresses audio and moving image formats, and includes sections on Digital Masters, User-Centered Design, and Web Authoring Guidelines. Not just focused on librarians this is a document useful in any community wrestling with these issues.

Creating an Identity for Your Archives
Resources pulled together for the SAA Preconference workshop in 2009 by Michelle Drumm and Anne Marie Lyons

DIGITIZATION ACTIVITIES - Project Planning and Management Outline
The aim of this document is to define activities relating to the digitization of original cultural materials, and to outline general steps for planning and management of this process. The activities described in this document address library/archival issues, imaging and conversion work, and IT infrastructure issues in particular, and were identified using project management outlines from several organizations with significant experience.
working with cultural materials. This document defines "digitization" as a complete process, and covers all project components from content selection through delivery of digitized objects into a repository environment.

**e_conservation magazine**
Online and available for free download. The objective of the magazine is to offer a wide range of relevant subjects to its readers. The magazine will appear once every two months and will offer news, events, reviews, conference announcements, scientific articles on the latest technology and research, dissemination of current projects, case studies, international projects and many other subjects yet to come.

**The Federal Agencies Digitization Guidelines Initiative**
A collaborative effort by federal agencies to define common guidelines, methods, and practices to digitize historical content in a sustainable manner. The initiative was launched in 2007 with the formation of the Federal Agencies Still Image Digitization Working Group, who concentrate their efforts on image content such as books, manuscripts, maps, and photographic prints and negatives. In 2008, the Federal Agencies Audio-Visual Working Group was formed with a focus on sound, video, and motion picture film.

**Heritage Preservation**
Heritage Preservation is working to save the objects that embody our history, partnering with conservators, museums, civic groups, and concerned individuals across the nation who care about preserving our past. They offer resources online, education and training classes as well as various funding initiatives.

**New York State Archives**
A chart that gives processing rates.

**Orphan Works: Statement of Best Practices**
“Orphan works” is a term used to describe the situation in which the owner of a copyrighted work cannot be identified and located by someone who wishes to make use of the work in a manner that requires permission of the copyright owner. Proposed orphan works legislation, such as the Orphan Works Act of 2008 (H.R. 5889) and the Shawn Bentley Orphan Works Act of 2008 (S.2913), would reduce penalties for infringement if an infringer “undertakes a diligent effort to locate the owner of the infringed copyright.” This statement describes what professional archivists consider to be best practices regarding reasonable efforts to identify and locate rights holders. It is based on the authors’ knowledge of the kinds of materials that are likely to qualify as orphan works and on their professional experience in trying to obtain rights information for such works in the past.

Although the statement focuses on unpublished materials because these are the types of materials that are usually found in archives, the authors recognize that many of the techniques that are useful in identifying rights holders for unpublished materials may also be useful in identifying and locating rights holders of published materials.

**Voices of the Past**
A website that uses social media communication tools to promote the advancement of heritage values in the new Web 2.0 world. The new column of e-conservation magazine, 'Views' by Daniel Cull, was highlighted in a video netcast from Voices of the Past in their online news about the heritage world. Dan’s column covers controversial or other interesting topics in the field of conservation and welcomes your comments and suggestions on his blog.