



SELECTED RESOURCES

DOCUMENTS

Bordin, Ruth B., and Robert M. Warner. *The Modern Manuscript Library*. New York, 1966.

Bureau of Canadian Archivists, Planning Committee on Descriptive Standard. *Rules for Archival Description*. Ottawa: The Bureau, 1996.

Erway, Ricky, and Jennifer Schaffner. "Shifting Gears: Gearing Up to Get into the Flow." Report produced by OCLC Programs and Research. 2007.
<http://www.oclc.org/programs/publications/reports/2007-02.pdf>.

Greene, Mark, and Dennis Meissner. "More Product, Less Process: Revamping Traditional Archival Processing." *American Archivist* 68, no. 2 (Fall/Winter 2005): 208–63.

Lynch, Karen T., and Helen W. Slotkin. *Processing Manual for the Institute Archives and Special Collections M.I.T. Libraries*. Cambridge, Massachusetts: Massachusetts Institute of Technology, 1981.

Pearce-Moses, Richard. "Glossary of Archival and Records Terminology." Chicago: Society of American Archivists, 2005.
<http://www.archivists.org/glossary/>

Society of American Archivists. "Describing Archives: a Content Standard." Chicago: Society of American Archivists, 2004.

Yakel, Elizabeth, and Jihyun Kim. "Adoption and Diffusion of Encoded Archival Description." *Journal of the American Society for Information Science and Technology* 56, no. 13 (November 2005): 1427–37.

WEB SITES

Staffing Levels/Job Descriptions

University of Manitoba. About Archives & Special Collections. Professional Staff
<http://umanitoba.ca/libraries/units/archives/about/>

Massachusetts Institute of Technology. Institute Archives & Special Collections. Staff
<http://libraries.mit.edu/archives/about/staff.html>

University of Missouri. Position Descriptions-Special Collections
<http://mulibraries.missouri.edu/staff/admin/positiondesc/specialcollections.htm>

Position Descriptions-University Archives
<http://mulibraries.missouri.edu/staff/admin/positiondesc/archives.htm>

Arrangement and Description Guidelines

University at Buffalo, SUNY. Buffalo Niagara Online Archive: Best Practice Guidelines for Encoded Archival Description
<http://ublib.buffalo.edu/libraries/units/archives/ead/practices/index.html>

Canadian Committee on Archival Description. Rules for Archival Description
<http://www.cdncouncilarchives.ca/archdesrules.html>

Library of Congress. Recommended Best Practices for Encoded Archival Description Finding Aids at the Library of Congress (EAD Version 2002)
<http://www.loc.gov/ead/practices/lcp2002.html>

University of Missouri-Columbia Archives. Staff Policy and Procedure Manual
<http://muarchives.missouri.edu/man-toc.html>

National Library of Medicine. Cataloging Manual and Policy Guide
<http://www.nlm.nih.gov/hmd/manuscripts/catmanual.pdf>
Processing Manual and Policy Guide
<http://www.nlm.nih.gov/hmd/manuscripts/processmanual.doc>

University of Tennessee. Guide to Processing Manuscript Collections
<http://www.lib.utk.edu/spcoll/processing/msmanual.pdf>

Collection Policies

Iowa State University. Mission and Collection Policy
<http://www.lib.iastate.edu/spcl/about/mission.html>

Johns Hopkins University. Historical Manuscripts Collection Development Policy
<http://www.library.jhu.edu/collections/specialcollections/manuscripts/collectionpolicy.html>

York University. Archives Acquisitions Policy
<http://www.library.yorku.ca/ccm/Home/About/CollPolicies/archives.htm>

Note: All URLs accessed October 2, 2008.