INTRODUCTION TO ARCHIVAL ENTERPRISE II
ISSUES IN MANAGEMENT OF ARCHIVAL REPOSITORIES
AND THE CONDUCT OF ARCHIVAL ENTERPRISE

SUPPLEMENTAL READING LIST
SPRING, 2007

This reading list is intended as a point of departure and guide to your exploration of management and professional matters in the archival enterprise. It is arranged in the order topics are treated in class.

Excepting GENERAL WORKS, readings are grouped by topic in alphabetical order. Most printed items listed in General Works treat several topics within one volume and are not listed under each appropriate topic.

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JOURNAL ABBREVIATIONS

AA- American Archivist DS/631/A43
AI- Archival Issues CD/3054/M53
AM- Archives and Manuscripts CD/4/A75
Ar- Archivaria CD/3620/A73
AS- Archival Science CD/973/D3/A72
GA- Georgia Archive CD/3180/G42
J- Janus CD/921/J36
MA- Midwestern Archivist CD/3054/M53
Prov- Provenance CD/921/P768
GENERAL WORKS

OVERVIEWS

Cox, Richard J., and James M. O'Toole, *Understanding Archives and Manuscripts* (Chicago: 2006) [Revision of James M. O'Toole, *Understanding Archives and Manuscripts*]


O'Toole, James M., *Understanding Archives and Manuscripts* (Chicago: 1990) CD/950/086/1990 PCL, LAW


TEXTS


READERS AND BOOKS OF ESSAYS


**ELECTRONIC RESOURCES**


Archivists’ Daybook - [http://southwestarchivists.org/HTML/Daybook.htm](http://southwestarchivists.org/HTML/Daybook.htm)


Council of State Historical Records Coordinators - [http://www.coshrc.org/](http://www.coshrc.org/)


“Ready, ‘Net, Go” Archival Internet Resources - [http://www.tulane.edu/~lmiller/ArchivesResources.html](http://www.tulane.edu/~lmiller/ArchivesResources.html)


Unesco Archives Portal - [http://www.unesco.org/webworld/portal_archives/](http://www.unesco.org/webworld/portal_archives/)

UT-Austin SAA Student Chapter - [http://www.ischool.utexas.edu/~saa/index.html](http://www.ischool.utexas.edu/~saa/index.html)

**ADMINISTERING AN ARCHIVES**

**ASPECTS OF ADMINISTRATION**


Hefner, Loretta L., "The Change Masters: Organizational Development in State Archives," AA, 512 (Fall 88), 440-454

_____, The Management of College and University Archives (Metuchen, 1992)  
CD/3065/M34/1992


Wilsted, Thomas, and William Nolte, Managing Archival and Manuscripts Repositories  

PLANNING

Future Studies


Bishop, Peter, “Thinking Like a Futurist,” The Futurist (June/July, 1998), 39-42


“Methods of Futures Studies,” 11-45

Program Evaluation


McCarthy, Paul H., Archives assessment and planning workbook (Chicago, Ill.: SAA, 1989)  
CD/950/A73/1989


SPACE AND MOVING AN ARCHIVES


Haymond, Jay, "Adaptive Reuse of Old Buildings for Archives," AA, 45 (Win 82), 11-18


Schewe, Donald B., "When Archivist Meets Architect," Prov, 8, #2 (Fa 89), 71-76


**STARTING AN ARCHIVES**


Gracy, David B. II, "Starting an Archives," GA, I (Fall 72), 20-29

Heinrich, Dorothy L., "Establishing an Ethnic Collection in a Small Institution," MA, II (1977), 41-48

Yakel, Elizabeth, *Starting An Archives* (Chicago, 1994) CS/950/Y35

**ARCHIVAL PROFESSION**


Society of Southwest Archivists: [http://southwestarchivists.org/](http://southwestarchivists.org/)

**COMPARATIVE ARCHIVES**

Archives and Business Records, Special Issue of AA, 60 (Win 97)
Ballentine, Robert D., "Records and Archives of the Professions," AA, 29 (Apl 66), 187-195

Bellamy, V. Nelle, "Minimum Standards for Church Archives," GA, IV (Sum 76), 132-140


Ernst, Joseph W., "The Business Archivist: Problems and Perspective," Business History Review, 44 (Win 70), 536-546

Hives, Christopher L., "Records, Information, and Archives Management in Business," RMQ, 20, no. 1 (Jan 86), 3-8, 17


Jones, H. G., Local government records, an introduction to their management, preservation, and use (Nashville, TN, 1980) CD/3024/J66


Kurtz, Wilbur George, "Business Archives in the Corporate Function," RMQ, 4, (Apl 70),

Mitchell, Thornton W., Norton on archives: the writings of Margaret Cross Norton on archival & records management (Carbondale, 1975) CD/950/N65 [government archives]

[Museum Archives, several articles], Museum News, 70, No. 6 (Nov/Dec 91) 507/M97/FAL


[Society of American Archivists], College and University Archives: Selected Readings (Chicago, 1979) CD/3065/C58

Smith, David R., “An Historical Look at Business Archives,” AA, 45 (Sum 1982), 273-278

Stewart, Bob, "Nurturing the Spirit: Reflections on the Role of a Church Archivist," Ar, 30 (Sum 90), 110-113

Straus, Annabel, "College and University Archives: Three Decades of Development," College and Research Libraries, (Sep 79), 432-439


ETHICS AND LAW


Code of Ethics, Society of American Archivists:  
http://www.archivists.org/governance/handbook/app_ethics.asp

Copyright Law, United States Copyright Office: http://www.copyright.gov/  
Danielson, Elena S., "The Ethics of Access," AA, 52 (Win 89), 52-62


Maher, William J., "Between Authors and Users: Archivists in the Copyright Vise," AI, 26 (2001), 63-75

Mason, Philip P., "The Ethics of Collecting," GA, V (Win 77), 36-50

Peterson, Trudy Huskamp, "The Gift and the Deed," AA, 42 (Jan 79), 61-66


Texas Public Information Act

*Texas Public Information Handbook*  

Texas State Archives: http://www.tsl.state.tx.us/agency/customer/pia.html

**FUNDRAISING, GRANT GETTING, AND DEVELOPMENT**


Dove, Kent E., *Conducting a successful fundraising program a comprehensive guide and resource* (San Francisco, 2001)


Wagner, Lilya, Leading up: transformational leadership for fundraising (Hoboken, N.J., 2005)  HV/41.2/W34/2005


**ISSUES IN THE MANAGEMENT AND CONDUCT OF THE ARCHIVAL ENTERPRISE**

Archives, Records, and Power, Special issues, AS, 2 (Mar, Sep, 2002)


Collective Memory and the Records Continuum, Special issue of AM, 33 (May 2005)


Dirks, John M., “Accountability, History, and Archives: Conflicting Priorities or Synthesized Strands?” Ar, 57 (Spring 2004), 29-49


Nesmith, Tom, “Seeing Archives: Postmodernism and the Changing Intellectual Place of Archives,” AA, 65 (Sp/Su 2002), 24-41

Proctor, Margaret, Michael G Cook, and Caroline Williams, eds., Political Pressure and the Archival Record (Chicago: SAA, 2005)

Tyacke, Sarah, “Archives in a Wider World: The Culture and Politics of Archives,” Ar, 52 (Fa 2001), 1-25

LEADERSHIP AND THE PERSON OF THE ARCHIVIST

Leadership

Burns, James MacGregor, Leadership (New York, 1979)   HM/141/B8470/1979A


Maxwell, John C., Developing the Leader Within You (Nashville, 1993) [Available at Bookstop]


Renz, Dolores C., “The Archivist’s Challenge: To Lead—or Not To Lead,” AA, 30 (Jan 67), 5-16


The Person

Bolotenko, George, "Archivists and Historians: Keepers of the Well," Ar, 16 (Sum 83), 5-27

Evans, Frank B., "Archivists and Records Managers: Variations on a Theme," AA, 30 (Jan 67), 45-58


Nesmith, Tom, “What’s History Got to Do With It?: Reconsidering the Place of Historical Knowledge in Archival Work,” Ar, 57 (Spring 2004), 1-27

Pilger, Alison, "Archivists and Historians: The Balance Beam of Professional Identity," AM, 20 (Sep 92), 227-236


MARKETING, ADVOCACY, AND PUBLIC PROGRAMMING


Boylan, James, "How Archives Make News," MA, X (1985), 99-105


Finch, Elsie, Advocating Archives: An Introduction to Public Relations For Archivists (Metuchen, 1994) CD/971/A31994


Freivogel, Elsie Freeman, "Education Programs: Outreach as an Administrative Function," AA, 41 (Apl 78), 147-154


"Public Programming in Archives," Special Section of Ar, 31 (Win 90-91), 90-141