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Archival Principles and Practice: A Cartoon Guide to Archives Management

Jeanette W. Ford

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Illustrating each precept in small, easy-to-understand steps, this book is designed to teach the major points in establishing and managing an archive. Clearly covered are appraisal, arrangement, description, preservation, reference service, the nature of archives and the need for archives and management of records. A bibliography of technical books is appended.

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