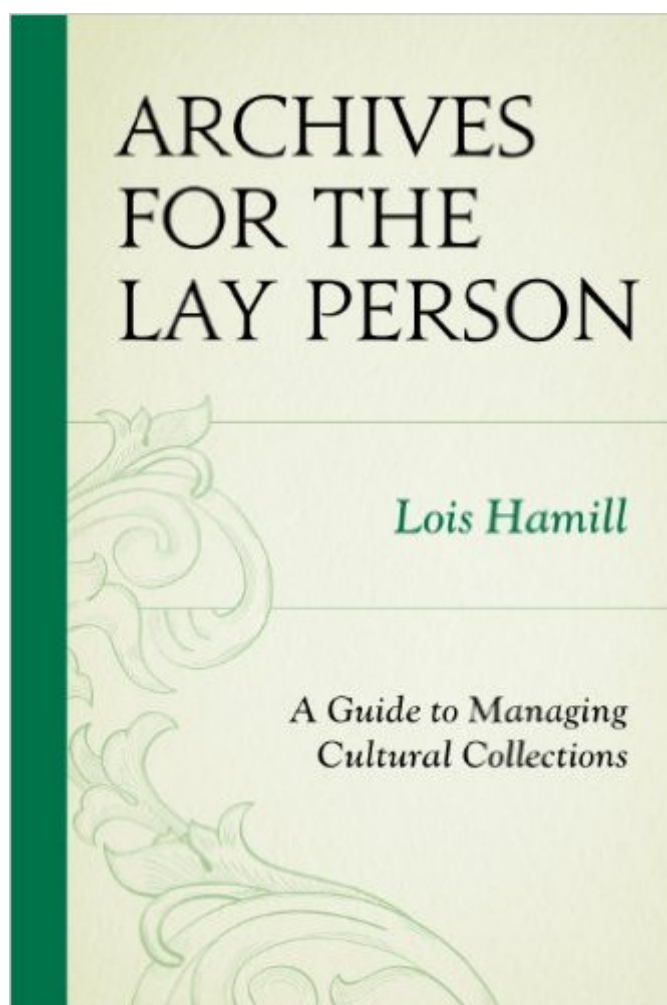


The book was found

# Archives For The Lay Person: A Guide To Managing Cultural Collections (American Association For State And Local History)



## Synopsis

For volunteers or staff at small organizations, collections management can be a daunting task.

Archives for the Lay Person is a guidebook for people who care for historical records, photographs, and collections but do not have the appropriate professional training. Lois Hamill provides practical, step-by-step guidance for managing all facets of archival collections, from acquisition, arrangement, and description to storage and security. The book also offers advice on how to utilize PastPerfect software for collections database management.

## Book Information

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## Customer Reviews

This is a great book to have on hand. I have the digital copy so it is really convenient and readily available.

Helpful!

For any aspiring historian, curator, archivist...this is an outstanding book to introduce to the fundamentals of managing an archival collection. Potentially, beneficial to the experienced archivist.

A good guide

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