Information Management and Archival Data

Michael Cook

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This is a core textbook for training in archive administration. The need for such a manual of professional practice arises from radical new international initiatives in archival description and information management. These changes are making it necessary to retrain existing staff, and to update student training programmes. Common elements between records management, archive management, librarianship, information service and museology are now being examined more seriously than in the past, and this is reflected in this book. Publication of this book follows that of the second edition of the manual of archival description (MAD2), which covers general rules for cataloguing and for the UKMARC format. It also coincides with the release of the Madrid principles on archival description, and the draft General International Standard for Archival description (ISAD(G)).

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