## ILM1920: Archives: Collection Development and Description



Abraham, Terry. 1991. 'Collection Policy or Documentation Strategy: Theory and Practice'. American Archivist 54(Winter).

Abraham, Terry. 1995. 'Documentary Strategies: A Decade (or More) Later'. Retrieved (http://webpages.uidaho.edu/special-collections/papers/docstr10.htm).

Abraham, Terry. 1995. Documentation Strategies: A Decade (or More) Later.

Alexander, Martha Latika and Gautam, J.N. 2004. Interoperability and Open Archives Initiative Protocol for Metadata Harvesting (OAI-PMH).

Anarchivist. 14AD. 'My Journey With Encoded Archival Description'.

Anchor, Rachel. 2013. "More Product Less Process": Method, Madness or Practice?' Archives & Records 34(2).

Anon. 2021. 'Cultural Gifts Scheme and Acceptance in Lieu - Report 2021'.

Anon. n.d. 'ArchivalSoftware'. Retrieved (http://archivalsoftware.pbworks.com/w/page/13600254/FrontPage).

Archives and Records Association. n.d. 'Guide to Standards'.

Archives and Records Council Wales. 2005. Archives Network Wales Project Evaluation: Results of a User Survey, July-August 2005.

Archives Task Force. 2004. Listening to the Past, Speaking to the Future: Report of the Archives Task Force.

Arts Council England. n.d.-a. 'Acceptance in Lieu'. Retrieved (https://www.artscouncil.org.uk/tax-incentives/acceptance-lieu).

Arts Council England. n.d.-b. 'Export Licensing'. Retrieved (http://www.artscouncil.org.uk/what-we-do/supporting-museums/cultural-property/export-controls/export-licensing/).

Arts Council England. n.d.-c. 'Reviewing Committee'. Retrieved (https://www.artscouncil.org.uk/supporting-collections-and-cultural-property/reviewing-committee).

Australian Society of Archivists. Committee on Descriptive Standards. 2005. Describing Archives in Context: A Guide to Australian Practice. [S.I.]: Australian Society of Archivists, Committee on Descriptive Standards.

Baerlett, N. 2001. 'Appraising University Records: A Retrospective Analysis'.

Bailey, C. 1997. 'From Top down: The Practice of Macro-Appraisal'. Archivaria 43(Spring). van Ballegooie, Marlene, and Wendy Duff. 2006. 'Digital Curation Manual: Instalment on Archival Metadata'.

Barry, Laura, and Lucy A. Tedd. 2008. 'Local Studies Collections Online: An Investigation in Irish Public Libraries'. Program 42(2).

Bearman, D. and Lytle, R. 1985. 'The Power and Principle of Provenance'. Archivaria 21.

Bearman, David, and R. Lytle. 1985. 'The Power and Principle of Provenance'. Archivaria 21.

Beattie, Heather. 2009. 'Where Narratives Meet: Archival Description, Provenance, and Women's Diaries'. Libraries and the Cultural Record 44(1).

Benedict, K. 1984. 'Invitation to a Bonfire: Reappraisal and de-Accessioning of Records as Collection Management Tools in an Archives – A Reply to Leonard Rapport'. American Archivist 47(Winter).

Blue Ribbon Task Force. 2010. 'Sustainable Economies for a Digital Planet: Ensuring Long-Term Access to Digital Information'.

Boles, F. 1982. 'Disrespecting Original Order'. American Archivist 45(1).

Boles, F. 1985. 'Exploring the Black Box: The Appraisal of University Administrative Records'. American Archivist 48(2).

Boles, F. 1987. 'Mix Two Parts Interest to One Part Information and Appraise until Done: Understanding Contemporary Record Selection Processes'. American Archivist 50(Summer).

Boles, F. and Greene, M.A. 1996. 'Et Tu Schellenberg? Thoughts on the Dagger of American Appraisal Theory'. American Archivist 59(Summer).

Boles, Frank, and Julia Marks Young. 1991. Archival Appraisal. New York: Neal-Schuman Publishers.

Booms, Hans. 1987. 'Society and the Formation of a Documentary Heritage: Issues in the Appraisal of Archival Sources'. Archivaria 24.

Bouché, Nicole. 1997. 'Implementing EAD in the Yale University Library'. American Archivist 60.

Brichford, Maynard J. and Society of American Archivists. 1977. Archives and Manuscripts: Appraisal and Accessioning. Vol. Basic manual series. Chicago: Society of Archivists.

Brothman, Brien. 1991. 'Orders of Value: Probing the Theoretical Terms of Archival Practice'. Archivaria 32.

Brown, Adrian. 2007. 'Developing Practical Approaches to Active Preservation'. International Journal of Digital Curation 2(1):3–11. doi: 10.2218/ijdc.v2i1.10.

Brown, Adrian. 2013. Practical Digital Preservation: A How-to Guide for Organizations of Any Size. London: Facet Publishing.

Brown, R. 1995. 'Macro-Appraisal Theory and the Context of the Public Records Creator'. Archivaria 40.

Bu

low, Anna, Jess Ahmon, Ross Spencer, and National Archives (Great Britain). 2011. Preparing Collections for Digitization. London: Facet, in association with the National Archives.

Bunn, Jennifer. 2013. 'Developing Descriptive Standards: A Renewed Call to Action'. Archives and Records 34(2).

Caswell, Michelle. 2012. 'Using Classification to Convict the Khmer Rouge'. Journal of Documentation 68(2):162–84. doi: 10.1108/00220411211209177.

CDL Digital Special Collections. 2009. 'Collection Management and Creation Strategies for UC Special Collections and Archives'.

Chan, L and Zeng, M. 2006. 'Metadata Interoperability and Standardization: A Study of Methodology Part 1: Achieving Interoperability at Schema Level'. D-Lib Magazine 12(6).

Clanchy, M. T. 2013. From Memory to Written Record: England 1066-1307. 3rd ed. Oxford: Wiley-Blackwell.

Committee of Inquiry into the Changing Learner Experience. 2009. Higher Education in a Web 2.0 World.

Consultative Committee for Space Data System Practices. 2012. 'Reference Model for an Open Archival Information System (OAIS)'. (June).

Cook, Terry. 1993. 'The Concept of the Archival Fonds in the Post-Custodial Era: Theory, Problems and Solutions'. Archivaria 35.

Cook, Terry. 1997. 'What Is Past Is Prologue: A History of Archival Ideas since 1898 and the Future Paradigm Shift'. Archivaria 43(Spring).

Cook, Terry. 1997. 'What Is Past Is Prologue: A History of Archival Ideas since 1898 and the Future Paradigm Shift'. Archivaria 43(Spring).

Cook, Terry. 2000. 'Appraisal Methodology: Macro Appraisal and Functional Analysis. Part A: Concept and Theory'.

Cook, Terry. 2000. 'Archival Science and Postmodernism: New Formulations for Old Concepts'. Archival Science 1(1).

Cook, Terry. 2001. 'Fashionable Nonsense or Professional Rebirth: Postmodernism and the Practice of Archives'. Archivaria 51(Spring).

Cook, Terry. 2004. 'Macro-Appraisal and Functional Analysis: Documenting Governance Rather than Government'. Journal of the Society of Archivists 25.

Cook, Terry. 2005. 'Macroappraisal in Theory and Practice: Origins, Characteristics and Implementation in Canada, 1950-2000'. Archival Science 4.

Cook, Terry. 2011. 'We Are What We Keep: We Keep What We Are: Archival Appraisal Past, Present and Future'. Journal of the Society of Archivists 32(2).

Cook, Terry and Schwartz, Joan M. 2002. 'Archives, Records and Power: From (Postmodern) Theory to (Archival) Performance'. Archival Science 2(3–4).

Corporation for National Research Initiatives. n.d. 'Welcome to the Handle System'.

Council of Nova Scotia Archives'. 2009. 'Archives Management Software Review'.

Couture, C. 1995. 'Archival Appraisal, a Status Report'. Archivaria 59.

Cox, E and Czechowski, L. 2007. 'Subject Access Points in the MARC Record and Archival Finding Aid: Enough or Too Many?' Journal of Archival Organization 5(4).

Cox, Richard J. 2004. No Innocent Deposits: Forming Archives by Rethinking Appraisal. Lanham, Md: Scarecrow Press.

Cox, R.J. 2002. 'The End of Collecting: Towards a New Purpose for Archival Appraisal'. Archival Science 2

Craig, Barbara L. 2003. 'Perimeters with Fences? Or Thresholds with Doors? Two Views of a Border'. American Archivist 66.

Craig, Barbara Lazenby and Thomson Gale (Firm). 2004. Archival Appraisal: Theory and Practice.

Mu

nchen, Germany: K.G. Saur.

Currall, James, Claire Johnson, and Peter McKinney. 2007. 'The World Is All Grown Digital.... How Shall a Man Persuade Management What to Do in Such Times?' International Journal of Digital Curation 2(1):12–28. doi: 10.2218/ijdc.v2i1.11.

Daines, J. Gordon, and Cory L. Nimer. 2009. 'The Interactive Archivist'. Retrieved (http://interactivearchivist.archivists.org/).

Daniel, Illtud. 2009. 'New Digitisation Workflow Proposal'.

Davidson, J. 2006. 'Persistent Identifiers'.

Day, Michael. 2002. 'Metadata Mapping between Metadata Formats'.

Day, Michael. 2004. 'The Selection, Appraisal and Retention of Digital Scientific Data: The ERPANET / CODATA Workshop'. Ariadne (39).

Department for Digital, Culture Media & Sport. 2021. 'Export of Objects of Cultural Interest 2018-19 and 2019-20'.

Dicken, J. 2000. 'Twentieth Century Literary Archives: Collecting Policies and Research Initiatives'. in New directions in archival research. Liverpool: Liverpool University Centre for Archive Studies.

Digital Curation Centre. n.d. 'Curation Reference Manual | Digital Curation Centre'. Retrieved (http://www.dcc.ac.uk/resources/curation-reference-manual).

DOI. 2011. 'The DOI System: Factsheets'.

Doylen, Michael. 2001. 'Experiments in Deaccessioning: Archives and Online Auctions'. American Archivist 64.

Duchein, Michel. 1983. 'Theoretical Principles and Practical Problems of Respect Des Fonds in Archival Science'. Archivaria 16.

Duff, Wendy, and Verne Harris. 2002. 'Stories and Names: Archival Description as Narrating Records and Constructing Meanings'. Archival Science 2(3–4).

Dunning, Alistair. 2009. 'Digitizing the Past: Next Steps for Public Sector Digitization'. Pp. 117–32 in Digital Information: Order or Anarchy? Facet Publishing.

Duranti, Luciana. 1993. 'Origin and Development of the Concept of Description'. Archivaria 35.

Duranti, Luciana. 1994. 'The Concept of Appraisal and Archival Theory'. American Archivist 57(Spring).

Dwiggins, David Martin. 2010. 'Putting the "Where" in the Archives: Internet Mapping and Archival Records'. Library Student Journal. Retrieved (http://web.archive.org/web/20130411082237/http://www.librarystudentjournal.org/index.php/lsj/article/view/112/275).

EAD Practices Working Group. 2008. Library of Congress Encoded Archival Description Best Practices.

EAD Working Group. 1998a. 'Development of the Encoded Archival Description DTD'.

EAD Working Group. 1998b. 'Development of the Encoded Archival Description DTD'.

EAD Working Group. 2002. 'Encoded Archival Description Tag Library Version 2002 - EAD Technical Document No. 2'.

Eastwood, T. 2002. 'Reflections on the Goal of Archival Appraisal in Democratic Societies'. Archivaria 54.

Edina Data Centre. 2011. 'What Is Metadata?'

Encoded Archival Context Working Group. 2011. 'Encoded Archival Context: Corporate Bodies, Persons and Families'.

Europeana: Think Culture. 2012. Europeana: Think Culture: Strategic Plan 2011-2015.

Europeana: Think Culture. n.d. 'Explore Europe's Cultural Collections'.

Foote, K.E. 1990. 'To Remember and Forget: Archives, Memory, and Culture'. American Archivist 53.

Fox, M. 1997. 'Implementing Encoded Archival Description: An Overview of Administrative and Technical Considerations'. American Archivist 60(3).

Garrod, P. 2000. 'Use of the UNESCO Thesaurus for Subject Indexing at UK NDAD'. Journal of the Society of Archivists 21(1).

Gateway to Archives of Scottish Higher Education (GASHE). 2006. 'GASHE Standard for Creating Activity Descriptions'.

George Washington University. 2010. 'University Writing Class Remembers Holocaust Victims'.

Getty Research Institute. 2000. 'Art and Architecture Thesaurus Online'.

Godby, Carol Jean, Jeffrey A. Young, and Eric Childress. 2004. 'A Repository of Metadata Crosswalks'. D-Lib Magazine 10(12).

Goldman, Rebecca. n.d. 'Derangement and Description: A Chaotic Little Archives Webcomic'. Retrieved (https://derangementanddescription.wordpress.com/).

Goodison, Nicholas. 2004. 'Goodison Review Securing the Best for Our Museums: Private Giving and Government Support'.

Goss, Sheena. 2013. 'Facilitating Access to Archival Material: The Creation of EAD Records for the Online Archive of California'. PNLA Quarterly 77(2).

Greene, Mark A., and Todd J. Daniels-Howell. 1997. 'Documentation with an Attitude: A Pragmatist's Guide to the Selection and Acquisition to Modern Business Records'. in The records of American business. Chicago: Society of American Archivists.

Hackman, Larry J., and Joan Warnow-Blewett. 1987. 'The Documentation Strategy Process: A Model and a Case Study'. American Archivist 50(Winter):12–47.

Hackman, L.J. 1987. 'The Documentation Strategy Process: A Model and a Case Study'. American Archivist 50(Winter).

Hajo, C. 2009. 'Scholarly Editing in a Web 2.0 World'.

Halbert, Martin. 2009. 'Comparison of Strategies and Policies for Building Distributed Digital Preservation Infrastructure: Initial Findings from the MetaArchive Cooperative'. International Journal of Digital Curation 4(2):43–59. doi: 10.2218/ijdc.v4i2.92.

Ham, F. G. 1984. 'Archival Choices: Managing the Historical Record in an Age of Abundance'. American Archivist 47(Winter).

Harvey, D. R. 2010. Digital Curation: A How-to-Do-lt Manual. London: Facet.

Harvey, Ross. 2007. Digital Curation Manual Instalment on Appraisal and Selection.

Helen Willa Samuels. 1986. 'Who Controls the Past'. American Archivist 49(2).

Hensen, Steven L. 1983. Archives, Personal Papers, and Manuscripts: A Cataloging Manual for Archival Repositories, Historical Societies, and Manuscript Libraries. Washington, D.C.: [Manuscript Division, Library of Congress].

Higgins, Richard. 1998. 'A Case Study of EAD Implementation at Durham University Library Archives and Special Collections'. Archives and Museum Informatics 12.

Higgins, Sarah. 2008. 'The DCC Curation Lifecycle Model'. The International Journal of Digital Curation 3(1):134–40.

Higgins, Sarah, and Gavin Inglis. 2003. 'Implementing EAD: The Experience of the NAHSTE Project'. Journal of the Society of Archivists 24(2):199–214. doi: 10.1080/0037981032000127052.

Hill, Amanda. 2002. 'Bringing Archives Online with the Archives Hub'. Journal of the Society of Archivists 23(2).

Hill, Amanda. 2004. 'Serving the Invisible Researcher: Meeting the Needs of Online Users'. Journal of the Society of Archivists 25.

Hill, Amanda, Stockting, William, and Higgins, Sarah. 2006. 'Different Strokes for Different Folks: Presenting EAD in Three UK Online Catalogues'. Journal of Archival Organization (2–3):183–95.

HM Government. 2013. 'Tax Relief for National Heritage Assets - Detailed Guidance'. Retrieved (https://www.gov.uk/tax-relief-for-national-heritage-assets).

Holley, Rose. 2010. 'Crowdsourcing: How and Why Should Libraries Do It?' D-Lib Magazine 16(3/4).

Holley, Rose. 2010a. 'Crowdsourcing Strategies for Archives'.

Holley, Rose. 2010b. 'Stories to Tell: The Making of Our Digital Nation'.

Home, Rebecca. 2011. 'Crowdsourcing Brings Historical Archive Online'.

Hooland, Seth van, and Ruben Verborgh. 2014. Linked Data for Libraries, Archives and Museums: How to Clean, Link and Publish Your Metadata. London: Facet Publishing.

Horsman, Peter. 2002. 'The Last Dance of the Phoenix, or the Re-Discovery of the Archival Fonds'. Archivaria 54.

Hughes, Lorna. 2002. 'Why Digitize? The Costs and Benefits of Digitization'. Pp. 4–30 in Digitizing collections: strategic issues for the information manager. Vol. Digital futures. London: Facet.

Hughes, Lorna, and David Green. 2002. Digitizing Collections: Strategic Issues for the Information Manager. Vol. Digital futures. London: Facet.

Hull, F. 1981. The Use of Sampling Techniques in the Retention of Records: A RAMP Study with Guidelines.

Hurley, Chris. 1998. 'The Making and Keeping of Records: (1) What Are Finding Aids For'. Archives and Manuscripts 26(1).

Hurley, Chris. n.d. 'The Australian ("Series") System: An Exposition'. in The Records Continuum: Ian Maclean and Australian Archives First Fifty Years: Ian Maclean's and Australian Archives First Fifty Years. Parkes: National Archives of Australia.

Ide, M. and Weisse, L. 2006. Recommended Appraisal Guidelines for Selecting Born Digital Master Programs for Preservation and Deposit with the Library of Congress.

International Council on Archives. 1996. International Council on Archives Code of Ethics. International Council on Archives. 2000. ISAD(G): General International Standard Archival Description.

International Council on Archives. 2011. 'ISAAR (CPF): International Standard Archival Authority Record for Corporate Bodies, Persons and Families, 2nd Edition'.

International Dunhuang Project. n.d. 'The Silk Road Online'.

Jenkinson, Hilary. 1965. A Manual of Archive Administration. 2nd ed. reprinted. London: Lund, Humphries.

Jenkinson, Hilary. 1980a. Modern Archives. Some Reflections on T R Schellenberg.

Jenkinson, Hilary. 1980b. 'The Choice of Records for Preservation in Wartime: Some Practical Hints'. in Selected writings of Sir Hilary Jenkinson.

Jimerson, Randall. 2003. 'Archives and Manuscripts: Deciding What to Save'. OCLC Systems & Services 19(4).

Jimerson, Randall. 2006. 'Embracing the Power of Archives'. The American Archivist 69(1).

Johnston, D. 2001. 'From Typescript Finding Aids to EAD (Encoded Archival Description). A University Case Study'. Journal of the Society of Archivists 22(1).

Kaplan, Deborah, Sauer, Anne, and Wilczek, Eliot. 2011. 'Archival Description in OAI-ORE'. Journal of Digital Information 12(2).

Kiesling, K. 1997. 'EAD as an Archival Descriptive Standard'. American Archivist 60.

King, K. n.d. 'Introduction to Web 2.0 for Archives'.

Kingsley, Nick. 2003. Archives Task Force Discussion Paper 3: The Electronic "National Archives Network".

Kitching, Christopher, and Ian Hart. 1995. 'Collection Policy Statements'. Journal of the Society of Archivists 16(1):7–14. doi: 10.1080/00379819509511756.

Larkin, Philip. 1983. 'A Neglected Responsibility: Contemporary Literary Manuscripts'. in Required writing: miscellaneous pieces 1955-1982. London: Faber.

Lavoie, Brian F. 2014. 'Technology Watch Report: The Open Archival Information System Reference Model: Introductory Guide, 2nd Edition'.

Library of Congress. n.d. 'Library of Congress Authorities'.

Local Government Association. n.d. 'Integrated Public Sector Vocabulary'.

Macneil, Heather. 2005. 'Picking Our Text: Archival Description, Authenticity, and the Archivist as Editor'. American Archivist 68(2 (Fall-Winter)).

McGovern, Nancy Y. 2007. 'A Digital Decade: Where Have We Been and Where Are We Going in Digital Preservation?' RLG DigiNews 11(1).

Meehan, Jennifer. 2009. 'Making the Leap from Parts to Whole: Evidence and Inference in Archival Arrangement and Description'. American Archivist 72(1).

Menne-Haritz, A. 1994. 'Appraisal or Documentation: Can We Appraise Archives by Selecting Content?' American Archivist 57(3).

Mercer, H. 2004. The National Archives Appraisal Policy: Background Paper – the Grigg System and Beyond.

Mildren, Rob. 2004. The Scottish Archive Network Project Evaluation Report.

Millar, Laura. 2002. 'The Death of the Fonds and the Resurrection of Provenance: Archival Context in Space and Time'. Archivaria 53.

Miller, Dick R., Kevin S. Clarke, and ebrary, Inc. 2004. Putting XML to Work in the Library: Tools for Improving Access and Management. Chicago: American Library Association.

Miller, Frederick M. 1990a. Arranging and Describing Archives and Manuscripts. Vol. Archival fundamentals series. Chicago: Society of American Archivists.

Miller, Frederick M. 1990b. Arranging and Describing Archives and Manuscripts. Vol. Archival fundamentals series. Chicago: Society of American Archivists.

Momryk, Myron. 2001. "National Significance": The Evolution and Development of Acquisition Strategies in the Manuscript Division, National Archives of Canada'. Archivaria: The Journal of the Association of Canadian Archivists 52(Fall).

Morris, L. 1997. 'Developing a Cooperative Intra-Institutional Approach to EAD Implementation: The Harvard/Radcliffe Digital Findings Aids Project'. American Archivist 60(Fall).

Mortimer, I. 1999. 'ARCHON and the Indexes to the National Register of Archives: Past, Present and Future'. Program: Electronic Libraries and Information Systems 33.

Muller, S., J. A. Feith, and R. Fruin. 1968. Manual for the Arrangement and Description of Archives. 2nd ed. New York: Wilson.

N2T. n.d. 'Archival Resource Key (ARK) Identifiers'.

National Council on Archives. 1997. 'National Council on Archives: Rules for the Construction of Personal, Place and Corporate Names'. Retrieved (http://archiveshub.ac.uk/ncarules/).

National Information Standards Organization (NISO). 2007. 'A Framework of Guidance for Building Good Digital Collections, 3rd Edition'. (December):4–25.

National Library of New Zealand. 2007. 'Creating a Digital New Zealand: New Zealand's Digital Content Strategy'. (August). Retrieved (http://www.itu.int/wsis/stocktaking/docs/activities/1211236218/DigitalContentStrategy.pdf).

Nesmith, Tom, Society of American Archivists, and Association of Canadian Archivists. 1993. 'Archival Studies in English-Speaking Canada and the North American Rediscovery of Provenance'. in Canadian archival studies and the rediscovery of provenance. Metuchen, N.J.: Scarecrow Press.

New South Wales Government State Records. n.d. 'Equipment for Digitisation'.

O'Brien, Jeff. 1997. 'Basic RAD: A Short Introduction'.

Online Archive of California. 1998. 'The Online Archive of California (OAC) Project: A Prototype Union Database of Encoded Archival Finding Aids, 1998'.

Padfield, Timothy. 2019. 'What Is Copyright?' in Copyright for archivists and records managers. London: Facet Publishing.

Padfield, Timothy, J. B. Post, and Great Britain. Public Record Office. 2001. Copyright for Archivists and Users of Archives. Richmond, Surrey: Public Record Office.

Pancza, János. n.d. 'Hungarian National Digital Archive and Hungarian Participation in Europeana'.

Paradigm Project. 2008. 'Workbook on Digital Private Papers'.

Parker, Elizabeth. 2002. 'Records Life Cycle Structure Study'.

Pearce, Nancy. 1984. 'Deciding What to Save: Fifty Years of Theory and Practice'. Pp. 1–18 in Archival choices: managing the historical record in an age of abundance. Vol. The Lexington Books special series in libraries and librarianship. Lexington, Mass: Lexington Books.

Peters, Victoria. 2005. 'Developing Archival Context Standards for Functions in the Higher Education Sector'. Journal of the Society of Archivists 26(1).

Pitti, Daniel. 1999. 'Encoded Archival Description. An Introduction and Overview'. D-Lib Magazine 5(11).

PREMIS Editorial Committee. 2015. 'PREMIS Data Dictionary for Preservation Metadata, Version 3.0'.

Procter, Margaret, and Michael Cook. 2016. Manual of Archival Description. Third edition. Abingdon, Oxon: Routledge.

Prom, Chris. 2002. 'The EAD Cookbook. A Survey and Usability Study'. American Archivist 65(2).

Reed, Barbara. 1993. 'Archival Appraisal'. in Keeping archives. Port Melbourne: Thorpe in association with the Australian Society of Archivists.

Ribeiro, F. 1996. 'Subject Indexing and Authority Control in Archives: The Need for Subject Indexing in Archives and for an Indexing Policy Using Controlled Language'. Journal of the Society of Archivists 17(1).

Riley, Jenn. 2010. 'Seeing Standards: A Visualization of the Metadata Universe'.

RLG EAD Advisory Group. 2002. RLG Best Practice Guidelines for Encoded Archival Description.

Robyns, Marcus C. 2014. Using Functional Analysis in Archival Appraisal: A Practical and Effective Alternative to Traditional Appraisal Methodologies. Lanham: Rowman & Littlefield.

Roe, Kathleen. 2005. Arranging & Describing Archives & Manuscripts. Vol. Archival fundamentals series. II. Chicago: Society of American Archivists.

Ruch, Alfons. n.d. 'Supporting Interoperability of Distributed Archives Using Authority Controlled Ontologies'.

Rusbridge, Chris. 2006. 'Excuse Me... Some Digital Preservation Fallacies?' Ariadne (46).

Samuels, H.W. 1986. 'Who Controls the Past'. American Archivist 49(Spring).

Schellenberg, T. R. 2003a. Modern Archives: Principles and Techniques. Chicago: Society of American Archivists.

Schellenberg, T. R. 2003b. Modern Archives: Principles and Techniques. Chicago: Society of American Archivists.

Schellenberg, T.R. 1956. The Appraisal of Modern Public Records. National Archives Bulletin 8.

Scott, Peter J. 1966. 'The Record Group Concept: A Case for Abandonment'. American Archivist 29.

Scott, Peter J and Finlay, G. 1978. 'Archives and Administrative Change: Some Methods and Approaches (Part I)'. Archives and Manuscripts 7.

Shapley, M. 2014. 'The ANU Archives Implementation of Ica-Atom Software'.

Shepherd, Elizabeth and Pringle, R. 2002. 'Mapping Descriptive Standards across Domains: A Comparison of ISAD(G) and SPECTRUM'. Journal of the Society of Archivists 23(1).

Shepherd, Elizabeth and Smith, C. 2000. 'The Application of ISAD(G) to the Description of Archival Datasets'. Journal of the Society of Archivists 21(1).

Sims, Roger M. C. 2003. 'Obligations and Aftercare: The Depositor and Service Standard Agreements'. Journal of the Society of Archivists 24(2):215–21. doi: 10.1080/0037981032000127061.

Smith, L., and J. Rowley. 2012. 'Digitisation of Local Heritage: Local Studies Collections and Digitisation in Public Libraries'. Journal of Librarianship and Information Science 44(4):272–80. doi: 10.1177/0961000611434760.

Society of American Archivists. 2011. A Different Kind of Web: New Connections between Archives and Our Users. edited by K. Theimer. Chicago: Society of American Archivists.

Spiro, L. 2009. 'Archival Management Software: A Report for the Council on Library and Information Resources'.

Stapleton, R. 1983. 'Jenkinson and Schellenberg: A Comparison'. Archivaria 17.

Stevenson, A and Stevenson, J. 2011. 'Lifting the Lid on Linked Data: Linked Data and the LOCAH Project'.

Stevenson, J. 2010. 'The Impact of Web 2.0 on Archives'.

Stevenson, Jane, and Ruddock, Bethan. 2010. 'Moving towards Interoperability: Experiences of the Archives Hub'. Ariadne 63.

Stobo, Victoria. 2013. 'Copyright and Risk: Scoping the Wellcome Digital Library Project'.

Stockdale, R. 2000. 'The Retrospective Conversion of the British Library Manuscripts Catalogues: A Description of the Project'. Journal of the Society of Archivists 21(2).

Stockting, William and Queyroux, F. 2004. Encoding across Frontiers. Journal of Archival Organization 3 (2/3).

Stratton, Barbara. 2010. Seeking New Landscapes: A Rights Clearance Study in the Context of Mass Digitisation of 140 Books Published between 1870 and 2010.

Sweet, Meg. 2001. 'The Internationalisation of EAD (Encoded Archival Description)'. Journal of the Society of Archivists 22(1).

Technical Subcommittee on Encoded Archival Description. 2013. 'EAD Revision'.

Tennant, Roy. 2002. XML in Libraries. New York: Neal-Schuman Publishers.

The Consultative Committee for Space Data Systems. 2011. 'Audit and Certification of Trustworthy Digital Repositories'.

The National Archives. 2004a. 'Applying for Grant Aid'.

The National Archives. 2004b. 'Archive Collection Policy Statements: Checklist of Suggested Contents'.

The National Archives. 2006a. 'Loan (Deposit) Agreements for Privately Owned Archives'. The National Archives. 2006b. 'Surveying Historical Manuscripts: Some Guidelines'.

The National Archives. 2007. Acquisition and Disposition Strategy.

The National Archives. 2012. Appraisal Policy.

The National Archives. n.d.-a. 'Appraisal Toolkits'.

The National Archives. n.d.-b. 'Operational Selection Policies'.

The Society of American Archivists. n.d. 'Statement of Principles for the CUSTARD Project'.

Theimer, Kate, ed. 2014. Description. Vol. Innovative practices for archives and special collections. Lanham: Rowman & Littlefield.

Theimer, Kate, ed. 2015. Appraisal and Acquisition: Innovative Practices for Archives and Special Collections. Lanham, Maryland: Rowman & Littlefield.

Theimer, Kate M. 2010. Web 2.0 Tools and Strategies for Archives and Local History Collections. London: Facet.

Tschan, R. A. 2002. 'A Comparison of Jenkinson and Schellenberg on Appraisal'. American Archivist 65(Fall/Winter).

Tullock, J., and C. Alexandra. 2004. 'Logjam: An Audit of Uncatalogued Collections in the North West'.

UK Archives Discovery Network. n.d. 'UKAD: Promoting Archives Discovery for the Benefit of Researchers'.

UNESCO. n.d. 'UNESCO Thesaurus'.

University of London Computer Centre. n.d. 'UK Archival Thesaurus'.

University of Nottingham. 2012. 'The Wollaton Library Collection Episode 3: Digitisation'.

Vitali, S. n.d. 'The Second Edition of ISAAR(CPF) and Authority Control in Systems for Archival Descriptive Systems'.

Vogt-O'Connor, Diane. 2000. 'Selection of Materials for Scanning'. in Handbook for digital projects: a management tool for preservation and access, edited by M. K. Sitts.

W3C. 1997. 'Date and Time Formats'.

Wajon, Scott. 2012. 'Digitisation Workflow'.

Walch, V. I. 1994. 'Standards for Archival Description: A Handbook'.

Walters, Tyler O. 1996. 'Contemporary Archival Appraisal Methods and Preservation Decision-Making'. American Archivist 59(Summer).

Weber, L. B. 1990. 'Record Formatting: MARC AMC'. in Describing Archival Materials: The Use of the Marc AMC Format. Routledge.

Wells, Elizabeth. 2012. 'Related Material – The Arrangement and Description of Family Papers'. Journal of the Society of Archivists 33(2):167–84. doi: 10.1080/00379816.2012.722528.

Whyte, Angus and Wilson, Andrew. 2010. How to Appraise and Select Research Data for Curation.

Williams, Caroline. 2006. Managing Archives: Foundations, Principles and Practice. Vol. Chandos information professional series. Oxford: Chandos.

Williams, Caroline. 2006. 'Studying Reality: The Application of Theory in an Aspect of UK Practice'. Archivaria 62.

Yakel, Elizabeth. 2003a. 'Archival Representation'. Archival Science 3(1).

Yakel, Elizabeth. 2003b. 'Archival Representation'. Archival Science 3(1).

Yeo, Geoffrey. 2005. 'Understanding Users and Use: A Market Segmentation Approach'. Journal of the Society of Archivists 26.

Yeo, Geoffrey. 2008. 'New Approaches to Archival Description Standards for Archival Description " The Need for Descriptive Standards Is No Longer a Subject for Debate "...

Zeng, M and Chan, L. 2006. 'Metadata Interoperability and Standardization - A Study of Methodology Part II: Achieving Interoperability at the Record and Repository Levels'. D-Lib Magazine 12(6).

Zhang, Jane, and Dayne Mauney. 2013. 'When Archival Description Meets Digital Object Metadata: A Typological Study of Digital Archival Representation'. The American Archivist

76(1).