



How to Manage Processing of Archives and Special Collections: An Introduction

Pam Hackbart-Dean, Elizabeth Slomba

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Every archives strives to have an active, well-planned processing program, but achieving this is no easy task. How to Manage Processing in Archives and Special Collections breaks down what you need to know to establish or revitalize your processing program, delivering effective methods to help you succeed. This resource is packed with information about: Creating a framework for a processing program, including developing processing policies, priorities, and strategies; Managing the day-to-day work of processing assessment techniques; Implementing best practices and standards; Administering a patron-based approach to managing processing; Effectively assessing the demands for descriptions and item-level cataloging to make collections available more swiftly; and Applying standards in the adoption of trends and new concepts in processing and in handling outside demands. Whether you manage numerous archivists, operate as one member of a processing team, or operate as a lone arranger, How to Manage Processing in Archives and Special Collections is your go-to guide for developing and managing a processing program. With an effective processing program in place, your archives will be better positioned to help users find the materials they need.

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