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Like their librarian colleagues, reference archivists mediate between the user and the source material. However, given the nature of archival materials and of their holding repositories, unique issues arise. While such matters as provenance and original order and access and security continue to be vital underpinnings of their work, a myriad of other issues comes into play as reference archivists attempt to balance the competing demands of donors, researchers, the public, and the press. From the creation and dissemination of finding aids for electronic resources to the implementation of marketing strategies to increase support and strengthen service, *Reference Services for Archives and Manuscripts* shows you how to thrive in the changing world of archival reference. Intended to foster an appreciation of the issues both within and beyond the field of archives, *Reference Services for Archives and Manuscripts* reveals that today's archivist is straddling the world of the traditional with the world of the new. The book establishes its value as it guides you through new concerns such as how to: take advantage of technological developments in appraisal, accession, and preservation address copyright, privacy, and funding issues for electronic resources mount archival cataloging records on local and wide-area databases create a publicly available site on the Internet improve in-house access tools, professional abilities, and the caliber of public service address security issues and respond to theft *Reference Services for Archives and Manuscripts* also helps you by preparing you for changes in the relationship between archivist and researcher that will inevitably occur with

further changes in technology. Other vital issues discussed are improved access for unserved and underserved groups, a revision in ethical codes, and the ability of archivists to become more customer-centered. Intended to provide the basic foundation for modern archival practice and theory. This manual analyses a range of issues that confront systems managers, including the ins and outs of interfaces, CD-ROM applications, LAN management, user-training, data and file security and intellectual property issues. This book examines the change in the relative pay, employment and impact of legislation on women. This manual evaluates and gives librarians the tools to find the thousands of different Internet resources worldwide that offer guidance in collection development and reference services. It explains how and where to benefit from: online communities, email

Map projection concerns the science of mathematical cartography, the techniques by which the Earth's dimensions, shape and features are translated in map form, be that two-dimensional paper or two- or three- dimensional electronic representations. The central focus of this book is on the theory of map projections. Mathematical cartography also takes in map scales and their variation, the division of maps into sets of sheets and nomenclature, and addresses the problems of making measurements and conducting investigations which make use of geodetic measurements and the development of graphical methods for solving problems of spherical trigonometry, marine- and aeronavigation, astronomy and even crystallography.

Archives are considered to be collections of administrative, legal, commercial and other records or the actual place where they are located. They have become ubiquitous in the modern world, but emerged not much later than the invention of writing. Following Foucault, who first used the word archive in a metaphorical sense as "the general system of the formation and transformation of statements" in his "Archaeology of Knowledge" (1969), postmodern theorists have tried to exploit the potential of this concept and initiated the "archival turn". In recent years, however, archives have attracted the attention of anthropologists and historians of different denominations regarding them as historical objects and "grounding" them again in real institutions. The papers in this volume explore the complex topic of the archive in a historical, systematic and comparative context and view it in the broader context of manuscript cultures by addressing questions like how, by whom and for which purpose were archival records produced, and if they differ from literary manuscripts regarding materials, formats, and producers (scribes). "Speaking About Science : A Manual for Creating Clear Presentations is essential reading for anyone who presents data at meetings and conferences. Based on the curriculum that authors have developed for their public speaking courses, the book provides the practical tools all speakers need to create clear and compelling presentations for any audience."--BOOK JACKET. Over 5,000 definitions of key musical terms, styles, forms and musical instruments. Over 5,000 definitions of key musical terms, styles, forms and musical instruments. Provides brief descriptors of over 1,000 composers and performers in all musical styles. Covers classical, jazz, pop and world music. Easily fits into the pocket, bag or musical instrument case. Museums and archives all over the world digitize their collections and provide online access to heritage material. But what factors determine the content, structure and use of these online inventories? This book turns to India and Europe to answer this question. It explains how museums and archives envision, decide and conduct digitization and online dissemination. It also sheds light on born-digital, community-based archives, which have established themselves as new actors in the field. Based on

anthropological fieldwork, the chapters in the book trace digital archives from technical advancements and postcolonial initiatives to programming alternatives, editing content, and active use of digital archives. Background; UML concepts; Reference; Appendices. Zen Buddhism is perhaps best known for its emphasis on meditation, and probably no figure in the history of Zen is more closely associated with meditation practice than the thirteenth-century Japanese master Dogen, founder of the Soto school. This study examines the historical and religious character of the practice as it is described in Dogen's own meditation texts, introducing new materials and original perspectives on one of the most influential spiritual traditions of East Asian civilization. If you are in the process-beginning, middle, or end-of automating your catalog, you will welcome the wealth of information in this concise, easy-to-use handbook. Created for librarians new to MARC and for those accustomed to using MARC data, it explains all three types of MARC records, and it gives considerations and specifications for MARC database processing, MARC products, and online systems. Byrne addresses MARC format integration in a separate chapter new to this edition and thoroughly explains the new and changed MARC codes that resulted from MARC format integration. In another new chapter she covers the MARC Format for Community Information. All information has been updated-including that on MARC authority records and holdings records. This practical guide presents all the features of the Microsoft® Outlook 2007 e-mail application. After becoming familiar with the application's working environment, you will then learn how to send and receive all types of messages and personalise your mail box (message format, signatures, junk e-mail filters, etc). The third section teaches you how to use the Calendar for managing your appointments, meetings and events. You will then learn about all the other folders in Outlook: contacts, tasks, notes, and the journal. The last section teaches you how to use the all the features you will need for managing the different items that can be created with Outlook. Unique in that it is the only reference organized according to the 16 divisions of the CSI MASTERFORMAT. This revision broadens its scope to include a number of changes in the MASTERFORMAT since 1980. Additional material focuses on such business areas as contract documents, bonding, construction management, OSHA, financing, project management, design-build and much more. The new index has been alphabetized making it much easier to use. This book breaks new grounds in the scholarship of archival science, providing information of nearly 200 authors. This is the first book that describes in one publication the intellectual contributions of all major archival authors in bibliographic context. Features new chapters on crystal chemistry and mineral stability diagrams, more logical treatments of morphology and internal crystal structure along with extensively revised chapters on mineral chemistry and physical properties. Includes outstanding illustrations, hand specimen photographs and transmission electron microscope structure projects. The massive shift in how information is now published and collected has space, cost, and service policy implications for every library's reference collection. This detailed how-to has two purposes: first, to help reference librarians plan, select, and develop these new collections; second, to help them rework their services in light of changing collections. Cassell discusses selection criteria (with examples), examines the future of the format in the reference collection, and the types of material (e.g.: full text encyclopedia or index). Readers are guided through the necessary collection development decisions, including the advantages and

disadvantages of print vs. electronic media for content, content appropriateness for the format, demand, cost (required software and hardware), space (required equipment), time (installation), and the learning curve needed to use -- and teach -- new electronic reference tools. Details on reference book publishers and trends, recommended print and electronic evaluation tools, user and staff education, suggestions, model policies, checklists, forms, and planning tools for the new reference department complete this practical and essential manual.

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