

Kardex Archives Manual

Shasha Hu

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Although most art museums possess a library of some kind these facilities are often hidden from the public and seldom discussed in library schools despite the important role they play as substantial research venues Co published with the Art Libraries Society of North America Art Museum Libraries and Librarianship serves as an introduction to the field of art museum librarianship and its diverse settings Editor Joan Benedetti has compiled contributions from practicing art museum librarians to present sixteen chapters that address the topics of leadership reader services automation security cataloging space planning collection development visual resources ephemera special collections archives fundraising public relations volunteers and interns professional development and solo librarianship Each chapter consists of several essays that deal with the distinct environment of art museum libraries from the largest research collections that serve many curatorial departments and multiple administrative layers to the smallest solo librarian venues whose unsung staff work in relative isolation The book concludes with a collection of brief institutional profiles which include statistical and descriptive information on fifteen diverse art museum libraries in the U S Canada and Europe appendixes that describe academic

programs offering dual degrees in librarianship and art list international professional associations for art museum librarians and provide sample policies and procedures in use today in art museum libraries a bibliography and an index Art Museum Libraries and Librarianship the first publication of its kind is illustrated with over 90 black and white images of art museums their libraries and items from their collections

ARMA Records Management Quarterly, 1980

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