



## METADATA

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### Abstract

This handbook intends to be what its title states: A book on the theory and practice of archives management. For this reason, we divided the book into two parts, one theoretical and one applied. The first part consists of two chapters. The first examines the "discovery" of archives by historians, their relevance to history, and the emergence of archival studies as an autonomous field. In the second chapter, the archival theory is presented and the basic archival principles are analyzed. The second part of the book mainly concerns the applied part of archival jobs and organizes archival workload in three cycles corresponding to three chapters (the cycle of acquisition,

the cycle of intellectual control, the cycle of promotion and access). The description of archival work is detailed and accompanied by examples and good practices. For the acquisition cycle, we run all initiations that an archivist should take, listing questions that archivists often have. For the intellectual part, there is considerable discussion of arrangement methods, and we present several of the standards and schemas that archivists use today when describing material. Finally, for the third cycle, we list some key issues that professionals must deal with about substrate damage and the great challenge of promoting archival material to the public.

