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Archives, museums, and libraries are pivotal to the management and preservation of any society's heritage. Heritage assets should be systematically managed by putting in place proper policies, maintenance procedures, security and risks measures, and retrieval and preservation plans. The Handbook of Research on Heritage Management and Preservation is a critical scholarly resource that examines different aspects of heritage management and preservation ranging from theories that underline the field, areas of convergence and divergence in the field, infrastructure and the policy framework that governs the field, and the influence of the changing landscape on practice. Featuring coverage on a broad range of topics, such as community involvement, records legislation, and collection development, this book is geared towards academicians, researchers, and students seeking current research on heritage management and preservation.

Managing Archives provides a practical guide to archives management. It has three main target audiences: those who have been tasked by their organization to manage its archives but who have no prior training; those who are starting out as professionals or para-professionals in a record keeping environment and need basic guidance; and students who are currently studying for a professional qualification. Basic guidance is supplemented by comprehensive references to professional literature, standards, web sites etc. to enable the reader to further their studies at their own pace. The text includes a range of optional activities that enable the reader to translate principles into practice and feel greater 'ownership' with the guidance. There is no similar book on the market There is known demand both from practitioners and students The book offers guidance in the implementation of archival processes in a range of institutional contexts, and enables a universal application

The essential guide to effective IG strategy and practice Information Governance is a highly practical and deeply informative handbook for the implementation of effective Information Governance (IG) procedures and strategies. A critical facet of any mid- to large-sized company, this "super-discipline" has expanded to cover the management and output of information across the entire organization; from email, social media, and cloud computing to electronic records and documents, the IG umbrella now covers nearly every aspect of your business. As more and more everyday business is conducted electronically, the need for robust internal management and compliance grows accordingly. This book offers big-picture guidance on effective IG, with particular emphasis on document and records management best practices. Step-by-step strategy development guidance is backed by expert insight and crucial advice from a leading authority in the field. This new second edition has been updated to align with the latest practices and regulations, providing an up-to-date understanding of critical IG concepts and practices. Explore the many controls and strategies under the IG umbrella Understand why a dedicated IG function is needed in today's organizations Adopt accepted best practices that manage risk in the use of electronic documents and data Learn how IG and IT technologies are used to control, monitor, and enforce information access and security policy IG strategy must cover legal demands and external regulatory requirements as well as internal governance objectives; integrating such a broad spectrum of demands into workable policy requires a deep understanding of key concepts and technologies, as well as a clear familiarity with the most current iterations of various requirements. Information Governance distills the best of IG into a primer for effective action.

This field manual provides essential background information for those interested in undertaking archaeology in Australia. Professional archaeologists provide their personal tips for working in each state and territory, dealing with a living heritage, working with Aboriginal peoples, and coping with Australian conditions. Grounded in the social, political and ethical issues that inform Australian archaeology today, this book is also packed with practical advice.

Comprehensive Organic Functional Group Transformations II (COFGT-II) will provide the first point of entry to the literature for all scientists interested in chemical transformations. Presenting the vast subject of organic synthesis in terms of the introduction and interconversion of all known functional groups, COFGT-II provides a unique information source documenting all methods of efficiently performing a particular transformation. Organised by the functional group formed, COFGT-II consists of 144 specialist reviews, written by leading scientists who evaluate and summarise the methods available for each functional group transformation. Also available online via ScienceDirect – featuring extensive browsing, searching, and internal cross-referencing between articles in the work, plus dynamic linking to journal articles and abstract databases, making navigation flexible and easy. For more information, pricing options and availability visit www.info.sciencedirect.com. By systematically treating each functional group in turn the work also identifies what is not known, thus pointing the way to new research areas Follows the systematic layout of the successful 1995 COFGT reference work, based on the arrangement and bonding of hetero-atoms around a central carbon atom The work will save researchers valuable time in their research as each chapter is written by experts who have critically read and reviewed the literature and presented the best methods of forming every known functional group

Taming the Email Tiger: Email Management for Compliance, Governance & Litigation ReadinessLulu.com

The Code of Federal Regulations is the codification of the general and permanent rules published in the Federal Register by the executive departments and agencies of the Federal Government.

Records management, Data processing, Data management, Library and information science, Handbooks, Document maintenance, Information handling, Information operations, Management techniques, Records (documents) IT and Information Management: Information and Knowledge Management

Many organizations do not yet have a formal programme of records management, but increasingly they are recognizing the benefits of well managed records and the serious consequences of inadequate records systems. Establishing records management and maintaining an effective programme requires specialist expertise. This essential manual of practice provides a detailed guide to the concepts, skills and techniques of records management for organizational staff who have a responsibility for setting up, maintaining or restructuring a records management programme. It offers invaluable advice on the management of records in both electronic and traditional paper media, and focuses on the following areas: understanding records management

analysing the context for records management classifying records and documenting their context creating and capturing records; managing appraisal, retention and disposition maintaining records and assuring their integrity providing access implementing records management. The appendices provide a wealth of additional information including a list of standards for records management, an annotated bibliography and sources of further information, and details of professional and advisory bodies. Readership: This much needed manual is an indispensable purchase for organizations wishing to introduce better practices for managing their records. The book is intended to be of value to experienced records managers as well as LIS practitioners and newcomers to the field. It should be on the desk of every manager and every information professional with responsibility for records management.

This book makes a contribution to the developing field of complex hunter-gatherer studies with an archaeological analysis of the development of one such group. It examines the evolution of complex hunter-gatherers on the North Pacific coast of Alaska. It is one of the first books available to examine in depth the social evolution of a specific complex hunter-gatherer tradition on the North Pacific Rim and will be of interest to professional archaeologists, anthropologists, and students of archaeology and anthropology.

As the most comprehensive reference work dealing with knowledge management (KM), this work, consisting of 2 volumes, is essential for the library of every KM practitioner, researcher, and educator. Written by an international array of KM luminaries, its approx. 60 chapters approach knowledge management from a wide variety of perspectives ranging from classic foundations to cutting-edge thought, informative to provocative, theoretical to practical, historical to futuristic, human to technological, and operational to strategic. Novices and experts alike will refer to the authoritative and stimulating content again and again for years to come.

This book outlines the consequences of digitization for peer-reviewed research articles published in electronic journals. It is argued that digitization will revolutionize scientific communication. However, this study shows that this is not the case where scientific journals are concerned. Authors make little use of the possibilities offered by the digital medium; electronic peer review procedures have not replaced traditional ones, and users have not embraced new forms of interaction offered by some electronic journals.

This book documents the proceedings of the Second International Symposium on Adhesion Measurement of Films and Coatings, held in Newark, NJ, October 25-27, 1999. Since the First Symposium (Boston 1992) there had been considerable activity in devising new, more reliable and more efficient ways to measure adhesion of films and coatings, which resulte

In order to be effective for their users, information retrieval (IR) systems should be adapted to the specific needs of particular environments. The huge and growing array of types of information retrieval systems in use today is on display in Understanding Information Retrieval Systems: Management, Types, and Standards, which addresses over 20 types of IR systems. These various system types, in turn, present both technical and management challenges, which are also addressed in this volume. In order to be interoperable in a networked environment, IR systems must be able to use various types of technical standards, a number of which are described in this book—often by their original developers. The book covers the full context of operational IR systems, addressing not only the systems themselves but also human user search behaviors, user-centered design, and management and policy issues. In addition to theory and practice of IR system design, the book covers Web standards and protocols, the Semantic Web, XML information retrieval, Web social mining, search engine optimization, specialized museum and library online access, records compliance and risk management, information storage technology, geographic information systems, and data transmission protocols. Emphasis is given to information systems that operate on relatively unstructured data, such as text, images, and music. The book is organized into four parts: Part I supplies a broad-level introduction to information systems and information retrieval systems Part II examines key management issues and elaborates on the decision process around likely information system solutions Part III illustrates the range of information retrieval systems in use today discussing the technical, operational, and administrative issues for each type Part IV discusses the most important organizational and technical standards needed for successful information retrieval This volume brings together authoritative articles on the different types of information systems and how to manage real-world demands such as digital asset management, network management, digital content licensing, data quality, and information system failures. It explains how to design systems to address human characteristics and considers key policy and ethical issues such as piracy and preservation. Focusing on web–based systems, the chapters in this book provide an excellent starting point for developing and managing your own IR systems.

This book provides a comprehensive overview of the different dynamic patterns involved in the redistribution of mercury in the global environment, and its impact on human health and ecosystems. Increasing mercury usage and the lack of emission control policy, especially in fast developing countries, represent a complex environmental and political issue that can only benefit from more accurate measurement.

Records management has undergone significant change in recent years, owing to the introduction of freedom of information legislation as well as the development of e-government and e-business and the need to manage records effectively in both the private and public sector. There are very few purely practical texts for records managers and this book aims to fill that gap. The author has spent his entire career in public sector records management and has contributed to records management standards for governments around the world. The text is wholly practical and written at an accessible level. Although the author discusses legislation and examples from the UK, the book is relevant to public sector records management at an international level. It will be essential reading for professionals in record management posts as well as anyone who is responsible for record keeping as part of their operational duties.

A practical approach to developing and operating an effective programme to manage hybrid records within an organization. This title positions records management as an integral business function linked to the organization's business aims and objectives. The authors also address the records requirements of new and significant pieces of legislation, such as data protection and freedom of information, as well as exploring strategies for managing electronic records. Bullet points, checklists and examples assist the reader throughout, making this a one-stop resource for information in this area.

The global shift toward delivering services online requires organizations to evolve from using traditional paper files and storage to more modern electronic methods. There has however been very little information on just how to navigate this change-until now. Implementing Electronic Document and Record Management Systems explains how to efficiently store and access electronic documents and records in a manner that allows quick and efficient access to information so an organization may meet the needs of its clients. The book addresses a host of issues

related to electronic document and records management systems (EDRMS). From starting the project to systems administration, it details every aspect in relation to implementation and management processes. The text also explains managing cultural changes and business process re-engineering that organizations undergo as they switch from paper-based records to electronic documents. It offers case studies that examine how various organizations across the globe have implemented EDRMS. While the task of creating and employing an EDRMS may seem daunting at best, Implementing Electronic Document and Record Management Systems is the resource that can provide you with the direction and guidance you need to make the transition as seamless as possible.

Includes sections "Reviews of books" and "Abstracts of archive publications"

With the development of diverse analytical chemistry techniques, the discovery of rich and numerous properties pertaining to bicontinuous liquid crystal structures has yielded beneficial applications in medicine, consumer products, materials science, and biotechnology. Presenting contributions from 24 experts worldwide, Bicontinuous Liquid Crystals presents a comprehensive overview of these structures with a practical approach to applying them in manufacturing and laboratory processes. This book considers the cubic, mesh, ribbon, and sponge equilibrium phases of bicontinuous structures. It begins with a historical perspective and a theoretical platform for study, followed by a detailed discussion of physical chemistry, properties, and structural characteristics of the different phases. The text interrelates the most useful analytical methods for the characterization of the behavior and stability of liquid crystalline phases based on structure, geometry, composition-dependent changes, temperature, dispersion, and other factors. These techniques include differential geometry, thermodynamics, local and global packing, and the study of conformational entropy. The book also highlights tools for mathematically visualizing bicontinuous systems. This provides an excellent foundation for the authors' examination of the latest studies and applications, such as controlled release, materials development, fabrication, processing, polymerization, protein crystallization, membrane fusion, and treatment of human skin. Bicontinuous Liquid Crystals represents current trends and innovative ideas in the study of bicontinuous liquid crystals. Divided into three sections, it provides a complete overview of theoretical and modeling aspects, physical chemistry and characterization, and applications in this active field of research.

The Encyclopedia of Library and Information Sciences, comprising of seven volumes, now in its fourth edition, compiles the contributions of major researchers and practitioners and explores the cultural institutions of more than 30 countries. This major reference presents over 550 entries extensively reviewed for accuracy in seven print volumes or online. The new fourth edition, which includes 55 new entires and 60 revised entries, continues to reflect the growing convergence among the disciplines that influence information and the cultural record, with coverage of the latest topics as well as classic articles of historical and theoretical importance.

The ultimate guide to electronic records management, featuring a collaboration of expert practitioners including over 400 cited references documenting today's global trends, standards, and best practices Nearly all business records created today are electronic, and are increasing in number at breathtaking rates, yet most organizations do not have the policies and technologies in place to effectively organize, search, protect, preserve, and produce these records. Authored by an internationally recognized expert on e-records in collaboration with leading subject matter experts worldwide, this authoritative text addresses the widest range of in-depth e-records topics available in a single volume. Using guidance from information governance (IG) principles, the book covers methods and best practices for everything from new e-records inventorying techniques and retention schedule development, to taxonomy design, business process improvement, managing vital records, and long term digital preservation. It goes further to include international standards and metadata considerations and then on to proven project planning, system procurement, and implementation methodologies. Managing Electronic Records is filled with current, critical information on e-records management methods, emerging best practices, and key technologies. Thoroughly introduces the fundamentals of electronic records management Explains the use of ARMA's Generally Accepted Recordkeeping Principles (GARP®) Distills e-records best practices for email, social media, and cloud computing Reveals the latest techniques for e-records inventorying and retention scheduling Covers MS SharePoint governance planning for e-records including policy guidelines Demonstrates how to optimally apply business process improvement techniques Makes clear how to implement e-document security strategies and technologies Fully presents and discusses long term digital preservation strategies and standards Managing e-records is a critical area, especially for those organizations faced with increasing regulatory compliance requirements, greater litigation demands, and tightened internal governance. Timely and relevant, Managing Electronic Records reveals step-by-step guidance for organizing, managing, protecting, and preserving electronic records.

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.

Annually published since 1930, the International bibliography of Historical Sciences (IBOHS) is an international bibliography of the most important historical monographs and periodical articles published throughout the world, which deal with history from the earliest to the most recent times. The works are arranged systematically according to period, region or historical discipline, andwithin this classificationalphabetically. The bibliography contains a geographical index and indexes of persons and authors.

The first edition of Comprehensive Medicinal Chemistry was published in 1990 and very well received. Comprehensive Medicinal Chemistry II is much more than a simple updating of the contents of the first edition. Completely revised and expanded, this new edition has been refocused to reflect the significant developments and changes over the past decade in genomics, proteomics, bioinformatics, combinatorial chemistry, high-throughput screening and pharmacology, and more. The content comprises the most up-to-date, authoritative and comprehensive reference text on contemporary medicinal chemistry and drug research, covering major therapeutic classes and targets, research strategy and organisation, high-throughput technologies, computer-assisted design, ADME and selected case histories. It is this coverage of the strategy, technologies, principles and applications of medicinal chemistry in a single work that will make Comprehensive Medicinal Chemistry II a unique work of reference and a single point of entry to the literature for pharmaceutical and biotechnology scientists of all disciplines and for many industry executives as well.Comprehensive Medicinal Chemistry II will be available online in 2007

via the proven platform ScienceDirect providing the user with enhanced features such as cross-referencing and dynamic linking. * Comprehensively reviews - for the first time in one single work - the strategies, technologies, principles and applications of modern medicinal chemistry * Provides a global and current perspective of today's drug discovery process and discusses the major therapeutic classes and targets * Includes a unique collection of case studies and personal assays reviewing the discovery and development of key drugs

With more than 3,000 entries, "The Language of Compliance" is the only glossary endorsed by the Unified Compliance Framework) resource for IT acronyms, terms, and extended definitions. It covers the terms found in HIPAA, SOX, GLB, CobiT, ISO 17799 and 27001, BCI, BSI, ISSF, and more than 100 other regulatory bodies and standards agencies. (Computer Books)

A management guide for those charged with the responsibility for e-mail policy and managing archived e-mail messages properly for compliance and governance requirements, and electronic discovery in litigation, this resource also serves as a handbook for attorneys as e-mail is the most requested piece of evidence at civil trials.

Consumer demand for a year-round supply of seasonal produce and ready-made meals remains the driving force behind innovation in frozen food technology. Now in its second edition, Handbook of Frozen Food Processing and Packaging explores the art and science of frozen foods and assembles essential data and references relied upon by scientists in univ

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