This CD contains a range of resources for the novice archivist. It includes information sheets that provide additional information to complement the text and forms and examples to start you on your way. Some forms are included in RTF or excel format so you can edit and adapt them to your own needs.

Please note that not all chapters have appendices.

**Section 1** Getting Started

- **Chapter 1:** What are Archives & Archival Programs?
  - No appendices
- **Chapter 2:** Getting Organised
  - Appendix 2.1: Example of an archives policy: Waverly College
  - Appendix 2.2: Role, responsibility and duties of the archivist – Example for a School Archivist
- **Chapter 3:** Buildings & Storage
  - No appendices
- **Chapter 4:** Preservation
  - Appendix 4.1: Guide to preservation storage materials

**Section 2** Managing the Archives

- **Chapter 5:** Appraisal & Disposal
  - Appendix 5.1: ASA statement on appraisal
  - Appendix 5.2: Appraisal checklist
  - Appendix 5.3: Undertaking a records survey and compiling a records inventory
  - Appendix 5.4: Practical tips for packing and destruction
  - Appendix 5.5: How is good appraisal measured?
  - Appendix 5.6: Developing and implementing RDAs
- **Chapter 6:** Managing the Acquisition Process
  - Appendix 6.1: Sample acquisition policy
  - Appendix 6.2: Elements of a deed of gift
  - Appendix 6.3: Example of a deed of gift form
- **Chapter 7:** Accessioning
  - Appendix 7.1: Sample accession register form
  - Appendix 7.2: Sample accession register summary form
  - Appendix 7.3: Sample accession record form
- **Chapter 8:** Arrangement & Description
  - Appendix 8.1: Archival description schema for small archives
  - Appendix 8.2: Example of a record series described in context
  - Appendix 8.3: Example of an agency description
  - Appendix 8.4: Description forms for a small archive
  - Appendix 8.5: Tables of metadata elements
Chapter 9: Enriching the Record: Documentation Programs
- Appendix 9.1: General provision of services agreement
- Appendix 9.2: Sample letter for oral history project
- Appendix 9.3: Participant agreement form
- Appendix 9.4: Recordings donation and use agreement
- Appendix 9.5: Guidelines for oral history interviews
- Appendix 9.6: Tips for interviewers
- Appendix 9.7: Vision for myarchive or ourstory
- Appendix 9.8: Documentation project management worksheet
- Appendix 9.9: Image or reproduction rights donation

Chapter 10: Using Computers
No appendices

Section 3 Promoting the Archives

Chapter 11: Access & Reference Services
- Appendix 11.1: Bob Hawke Prime Ministerial Library research application
- Appendix 11.2: Sample researcher registration form

Chapter 12: Finding Aids
No appendices

Chapter 13: Digitisation & Imaging
No appendices

Chapter 14: Advocacy & Outreach
- Appendix 14.1: People must keep records to meet needs and solve problems
- Appendix 14.2: Mackay's ten laws of human communication
- Appendix 14.3: Managing the mailing list
- Appendix 14.4: Some ideas for archival exhibitions about archival work
- Appendix 14.5: Tips for exhibition planners
- Appendix 14.6: Some ideas for basic classes and workshops
- Appendix 14.7: Basic conference planning checklist
- Appendix 14.8: Suggested activities for involving students
- Appendix 14.9: Hints for obtaining special funding
- Appendix 14.10: Steps for documentation and evaluation
- Appendix 14.11: Why archives and records are the world's best kept secret

Section 4 Managing More than Paper!

Chapter 15: Digital Recordkeeping
No appendices

Chapter 16: Maps, Photos & Objects
No appendices

Chapter 17: Sound Recordings
- Appendix 17.1: Analogue and digital explained

Chapter 18: Moving Images
- Appendix 18.1: Running an audiovisual project

Further Reading
All readings referred to throughout the text, as well as additional readings. These have been arranged by chapter.

Additional Resources
Consolidated list of URLs referred to in Keeping Archives