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This comprehensive manual of operations for managing local history material within the administrative framework of a library covers issues of administration, acquisitions, access, and use of all formats of material. Information on continually changing areas such as preservation, copyright and other legal concerns, computer applications, and national databases is also addressed, along with public relations roles and outreach activities for local history collections. Guidelines for administration of nontraditional library material (e.g., manuscripts) will be especially helpful to librarians. Archivists will value the manual as one of continuing practical education and theoretical development as exemplified by the Society of American Archivists' Basic Manual Series and Archival Fundamental Series. Manuscript curators, students, and administrators will also benefit from this book.

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