Suggested Readings

The Academy of Certified Archivists has compiled this list of suggested readings to assist you in preparing for the Academy of Certified Archivists Certification Examination. Studying the resources on this list increases your chances of success on the examination but it does not guarantee that you will pass.

This list of resources is by no means a complete bibliography of archival works. It contains resources that will be useful as you prepare for the 2023 examination. The suggested resources include both traditional and newer resources and are representative of the breadth of archival literature. Use the Role Delineation Statement for Professional Archivists as your guide to connect the resources to the examination.

We do not expect you to read all of these resources while preparing for the examination. We have found over the years that some candidates need to read additional resources to understand one or more domains because they have not been exposed to those areas in their studies and/or professional experience. After completing a general survey of archival theory and practice, we encourage you to utilize domain specific resources to broaden your knowledge.

We recognize that the availability of resources varies by individual. Some resources are open access and links are included when available. For other resources, we encourage you to use interlibrary loan through your local library, or find databases or books at a nearby academic library. You may also consider joining or forming a study group to share resources. If you have suggestions or find open access resources, please email examdevelopment@certifiedarchivists. org so we can consider inclusion in future versions of the reading list. ACA thanks the Society of American Archivists and contributing institutions to the HathiTrust who continue to make resources available.

The examination covers archival practice in the United States; publications have primarily been written and published in the United States and are in the English language.

Archival Classics

Classic archival literature sets the tone for much of the development of the field in the twentieth century and is integral to professional identity. Candidates should be aware of such contributions and their authors.

Daniels, Maygene, and Timothy Walch, eds. *A Modern Archives Reader: Basic Readings on Archival Theory and Practice*. Washington: National Archives and Records Administration, 1984.

Muller, Samuel, et al. *Manual for Arrangement and Description of Archives*. Chicago: Society of American Archivists, 2003.

Norton, Margaret Cross. *Norton on Archives: The Writings of Margaret Cross Norton on Archival and Records Management*. Chicago: Society of American Archivists, 2003.

Posner, Ernst. *Archives in the Ancient World*. SAA Archival Classics Series. Cambridge, MA: Harvard University Press, 1972. Reprint, Chicago: Society of American Archivists, 2003.

Schellenberg, Theodore R. *Appraisal of Modern Records*. Bulletins of the National Archives, Number 8 (October 1956).

Schellenberg, Theodore R. *Modern Archives: Principles and Techniques*. SAA Archival Classics Series. Chicago: University of Chicago Press, 1956. Reprint, Chicago: Society of American Archivists, 2003.

General Sources: Journals

Journal articles are at the heart of the modern development of archival theory and practice. Being aware of and keeping abreast of the leading archival periodicals is often expected of archives professionals. Many of the archival associations embargo the most recent journal issues so that members can have first access. Even reading just the abstracts can help supplement your studying. While not specifically detailed here, blogs and other social media formats can also be useful as you study. Sometimes seeing how concepts are discussed in different contexts will help deepen your knowledge and understanding. Examination candidates should be familiar with the issues from 2002–present.

American Archivist, Society of American Archivists
Archival Issues, Midwest Archives Conference
Archival Science, International Journal of Recorded Information
Archivaria, Association of Canadian Archivists
Journal of Contemporary Archival Studies, Yale University Library and New England Archivists
Journal of Western Archives, sponsored by Western regional archival organizations
Provenance, Journal of the Society of Georgia Archivists

General Sources: Books

General sources provide overviews and in-depth analyses that apply to multiple Domains and are

excellent resources to use throughout your professional career.

Hamill, Lois. *Archives 101*. Lanham, MD: Rowman & Littlefield, 2021.

Hunter, Gregory S. *Developing and Maintaining Practical Archives: A How-To-Do-It Manual,* 3rd ed. New York: Neal-Schuman, 2020.

Jimerson, Randall C., ed. *American Archival Studies: Readings in Theory and Practice*. Chicago: Society of American Archivists, 2000.

Millar, Laura. *Archives: Principles and Practices*, 2nd ed. Chicago: Neal-Schuman, 2017.

O'Toole, James M., and Richard J. Cox. *Understanding Archives and Manuscripts*. Chicago: Society of American Archivists, 2006.

Prom, Christopher, and Ellen Swain. *College and University Archives: Readings in Theory and Practice*. Chicago: Society of American Archivists, 2008.

Wythe, Deborah, ed. *Museum Archives: An Introduction*. Chicago: Society of American Archivists, 2004.

Zamon, Christina J. *The Lone Arranger: Succeeding in a Small Repository*. Chicago: Society of American Archivists, 2012.

General Sources: Organizations and Publications

There are many resources available to archivists that include professional organizations, standards, best practices, protocols, and other documents. These are guiding documents that inform professional ethics, application of standards, and understanding the profession as a whole.

Associated Organizations and Associations
International Council on Archives
Society of American Archivists
ACRL Rare Books and Manuscripts Section (RBMS)
Society of American Archivists Standards Portal
Protocols for Native American Archival Materials. First Archivists Circle, 2007.

General Sources: Terminology

The archives profession has its own terminology that includes thousands of words, some of which are common and some of which are specific to the profession. In 2005, the Society of American Archivists published *A Glossary of Archival and Records Terminology*, a lengthy list of terms with definitions. From 2020 to the present, the *Dictionary of Archives Terminology* (*DAT*) expands on the *Glossary* and is designed with a syndetic structure that provides a rich context for each entry to help users better understand the meaning and usage of terms. Examination candidates are not expected to memorize all terms, but are encouraged to explore *DAT* and be familiar with archival

terminology.

Dictionary of Archives Terminology. Society of American Archivists.
A Glossary of Archival & Records Terminology. Chicago: Society of American Archivists, 2005.

Domain 1: Selection, Appraisal, and Acquisition

Boles, Frank. *Selecting and Appraising Archives and Manuscripts*. Archival Fundamentals Series II. Chicago: Society of American Archivists, 2005.

Ham, F. Gerald. *Selecting and Appraising Archives and Manuscripts*. Chicago: Society of American Archivists, 1993.

Shallcross, Michael J., and Christopher J. Prom, eds. *Appraisal and Acquisition Strategies*. Trends in Archives Practice Series. Chicago: Society of American Archivists, 2016.

Yun, Audra Eagle, ed. *Archival Accessioning*. Chicago: Society of American Archivists, 2021.

Domain 2: Arrangement and Description

Society of American Archivists, Technical Subcommittee on Describing Archives: A Content Standard (DACS). *Describing Archives: A Content Standard*.

Encoded Archival Context for Corporate Bodies, Persons, and Families – EAC-CPF

Encoded Archival Description

Fox, Michael J., and Peter Wilkerson. *Introduction to Archival Organization and Description: Access to Cultural Heritage*. Los Angeles: Getty Information Institute, 1998.

Hackbart-Dean, Pam, and Elizabeth Slomba. *How to Manage Processing in Archives and Special Collections*. Chicago: Society of American Archivists, 2012.

Meissner, Dennis. *Arranging and Describing Archives and Manuscripts*. Archival Fundamentals Series III. Chicago: Society of American Archivists, 2019.

Prom, Christopher J., and Thomas J. Frusciano, eds. *Archival Arrangement and Description*. Chicago: Society of American Archivists, 2013.

Roe, Kathleen. *Arranging and Describing Archives and Manuscripts*. Archival Fundamentals Series II. Chicago: Society of American Archivists, 2005.

Domain 3: Reference Services and Access

"Guidelines for Accessible Archives for People with Disabilities." Society of American Archivists, February 2019.

Oestreicher, Cheryl. *Reference and Access for Archives and Manuscripts*. Archival Fundamentals Series III. Chicago: Society of American Archivists, 2020.

SAA-ACRL/RBMS Joint Task Force on Primary Source Literacy. "Guidelines for Primary Source Literacy." June 2018.

Theimer, Kate, ed. *Reference and Access: Innovative Practices for Archives and Special Collections*. Lanham, MD: Rowman & Littlefield, 2014.

Theimer, Kate, ed. *Web 2.0 Tools and Strategies for Archives and Local History Collections*. New York: Neal-Schuman, 2009.

Domain 4: Preservation and Protection

Balloffet, Nelly, and Jenny Hille. *Preservation and Conservation for Libraries and Archives*. ALA Editions, 2004.

Baucom, Erin. *Planning and Implementing a Sustainable Digital Preservation Program*. ALA TechSource, 2019.

Cloonan, Michèle Valerie., ed. *Preserving Our Heritage: Perspectives from Antiquity to the Digital Age*. Chicago: American Library Association, 2015.

The Consultative Committee for Space Data Systems, NASA. *Reference Model for an Open Archival Information System (OAIS), Recommended Practice issue 2*, June 2012.

Corrado, Edward M., and Heather Lea Moulaison. *Digital Preservation for Libraries, Archives, and Museums*. Lanham, MD: Rowman & Littlefield, 2014.

Digital Preservation Coalition. *Digital Preservation Handbook*, 2nd ed., 2015.

Joffrion, Elizabeth, and Michèle Valerie Cloonan. *Advancing Preservation for Archives and Manuscripts*. Archival Fundamentals Series III. Chicago: Society of American Archivists, 2020.

Kahn, Miriam B. *Disaster Response and Planning for Libraries*, 3rd ed. Chicago: American Library Association, 2012.

Marks, Steve. *Becoming a Trusted Digital Repository*. Trends in Archives Practice Series. Chicago: Society of American Archivists, 2015.

Northeast Document Conservation Center (NEDCC). Preservation Leaflets.

Prom, Christopher J., ed. *Digital Preservation Essentials*. Chicago: Society of American Archivists, 2016.

Ritzenthaler, Mary. *Preserving Archives and Manuscripts*, 2nd ed. Archival Fundamentals Series II. Chicago: Society of American Archivists, 2010.

Ritzenthaler, Mary Lynn and Diane Vogt-O'Connor. *Photographs: Archival Care and Management*. Chicago: Society of American Archivists, 2006.

Trinkaus-Randall, Gregor. *Protecting Your Collections: A Manual of Archival Security*. Chicago: Society of American Archivists, 1995.

Domain 5: Outreach, Advocacy, and Promotion

Dearstyne, Bruce. *Leading the Historical Enterprise*. Lanham, MD: Rowman & Littlefield, 2015.

Hackman, Larry J., ed. *Many Happy Returns: Advocacy and the Development of Archives*. Chicago: Society of American Archivists, 2011.

James, Russell D., and Peter J. Wosh. *Public Relations and Marketing for Archives*. Chicago: Neal-Schuman, 2011.

Jimerson, Randall C. *Archives Power: Memory, Accountability and Social Justice*. Chicago: Society of American Archivists, 2009.

Lacher-Feldman, Jessica. *Exhibits in Archives and Special Collections Libraries*. Chicago: Society of American Archivists, 2013.

Milano, Nicole, and Christopher J. Prom, eds. *Engagement in the Digital Era*. Chicago: Society of American Archivists, 2020.

Oestreicher, Cheryl. [SAA Sampler: Archival Advocacy](). Chicago: Society of American Archivists, 2014.

Prom, Christopher J., and Lisa Janicke Hinchliffe, eds. *Teaching with Primary Sources*. Trends in Archives Practice Series. Chicago: Society of American Archivists, 2016.

Roe, Kathleen. *Advocacy and Awareness for Archivists*. Archival Fundamentals Series III. Chicago: Society of American Archivists, 2019.

Domain 6: Managing Archival Programs

Bastian, Jeannette, and Donna Webber. *Archival Internships: A Guide for Faculty, Supervisors, and Students*. Chicago: Society of American Archivists, 2008.

Dearstyne, Bruce. *Leading and Managing Archives and Records Programs*. New York: Neal-Schuman, 2008.

Gottlieb, Peter, and David Carmicheal, eds. *Leadership and Management of Archival Programs*. Archival Fundamentals Series III. Chicago: Society of American Archivists, 2019.

Kurtz, Michael J. *Managing Archival & Manuscript Repositories*. Archival Fundamentals Series II. Chicago: Society of American Archivists, 2004.

Pacifico, Michele F. and Thomas P. Wilsted. *Archival and Special Collections Facilities: Guidelines for Archivists, Librarians, Architects, and Engineers*. Chicago: Society of American Archivists, 2009.

Purcell, Aaron D. *Academic Archives: Managing the Next Generation of College and University Archives, Records, and Special Collections*. New York: Neal-Schuman, 2012.

Slate, John H., and Kaye Lanning Minchew. *Managing Local Government Archives*. Lanham, MD: Rowan & Littlefield, 2016.

Wilstead, Thomas P., and Michele F. Pacifico. *Archival and Special Collections Facilities: Guidelines for Archivists, Librarians, Architects, and Engineers*. Chicago: Society of

American Archivists, 2009.

Domain 7: Professional, Ethical, and Legal Responsibilities

Note: The examination covers United States laws and copyright.

Bastian, Jeannette, and Elizabeth Yakel. *Defining a Discipline: Archival Research and Practice in the 21st Century*. Chicago: Society of American Archivists, 2020.

Behrnd-Klodt, Menzi. *Navigating Legal Issues in Archives*. Chicago: Society of American Archivists, 2008.

Behrnd-Klodt, Menzi, and Peter J. Wosh. *Privacy and Confidentiality Perspectives: Archivists and Archival Records*. Chicago: Society of American Archivists, 2005.

Benedict, Karen. *Ethics and the Archival Profession: Introduction and Case Studies*. Chicago: Society of American Archivists, 2003.

Crews, Kenneth. *Copyright Law for Librarians and Educators: Creative Strategies and Practical Solutions*, 3rd ed. Chicago: American Library Association, 2012.

Danielson, Elena S. *The Ethical Archivist*. Chicago, IL: Society of American Archivists, 2010.

Gilliland, Anne J. *Conceptualizing 21st Century Archives*. Chicago: Society of American Archivists, 2014.

Hirtle, Peter, Emily Hudson, and Andrew T. Kenyon. *Copyright & Cultural Institutions: Guidelines for Digitization for U.S. Libraries, Archives & Museums*. Ithaca, NY: Cornell University Library, 2009.

Lipinski, Tomas A. *Libraries, Museums, and Archives: Legal Issues and Ethical Challenges in the New Information Age*. Lanham, MD: Scarecrow Press, 2002.

Peterson, Trudy Huskamp, and Gary Peterson. *Archives and Manuscripts: Law*. Chicago: Society of American Archivists, 1985.

"SAA Core Values Statement and Code of Ethics." Society of American Archivists, August 2020.

U.S. Copyright Office

Weideman, Christine, and Mary A. Caldera. *Archival Values: Essays in Honor of Mark A. Greene*. Chicago: Society of American Archivists, 2019.

Domain 8: Cultural Competency

The Cultural Competency Domain is the newest addition to the ACA Examination, starting in 2023. Concepts and practices of cultural competency are applicable to all areas of archival functions. The following are articles relevant to archival theory found outside of standard archival literature. Additional sources are found in *American Archivist*, *Archivaria*, *Archival Science*, and *Journal of Western Archives*. This Domain will be expanded in future examinations.

Andrade, Ricardo. "Developing a Diversity-Competent Workforce: The UA Libraries' Experience." *Journal of Library Administration* 51 (2011).

Arroyo-Ramírez, Elvia, Jasmine Jones, Shannon O'Neill, and Holly A. Smith, eds. "Radical Empathy in Archival Practice." Special issue of *Journal of Critical Library and Information Studies* 3, no. 2 (2021).

Baeza Ventura, Gabriela, Lorena Gauthereau, and Carolina Villarroel. "Recovering the US Hispanic Literary Heritage: A Case Study on US Latina/o Archives and Digital Humanities." *Preservation, Digital Technology & Culture (PDT&C)* 48, no. 1 (2019): 17–27. https://doi.org/10.1515/pdtc-2018-0031.

Bly, Lyz, and Kelly Wooten. *Make Your Own History: Documenting Feminist and Queer Activism in the 21st Century*. Litwin Books, 2012.

Caldera, Mary A., and Kathryn M. Neal, eds. *Through the Archival Looking Glass: A Reader on Diversity and Inclusion*. Chicago: Society of American Archivists, 2014.

Caswell, Michelle. *Introducing Feminist Standpoint AppraisalIntroducing Feminist Standpoint Appraisal*. Journal of Critical Library and Information Studies 23 (2019).

Cook, Terry, ed. *Controlling the Past: Documenting Society and Institutions*. Chicago: Society of American Archivists, 2011.

Dunbar, Anthony W. "Introducing Critical Race Theory to Archival Discourse: Getting the Conversation Started." *Archival Science* 6, no. 1 (March 2006): 109-129.

Zanish-Belcher, Tanya, and Anke Voss, eds. *Perspectives on Women's Archives*. Chicago: Society of American Archivists, 2013.