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A Manual of Sound Archive Administration

Alan Ward

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Sound and video tape archives are becoming increasingly important world-wide. As the commercial and non-commercial production of sound recordings increases, the need for preservation is being recognized in libraries, museums, radio and TV stations and university departments. The growth of interest in oral history and community records adds impetus to this need. This book sets out to explore and explain all the steps involved in setting up and managing a sound archive - acquiring the material, the necessary documentation, storage, and equipment and the need for a conservation programme. It is intended both for those without any formal archive training, but knowledge of sound recordings and those who are knowledgeable about archives, but have little experience of sound recordings.

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