

TABLE OF CONTENTS

Introduction and Acknowledgements	vii
History and Development of Archives	
Archive Theory	1
Audiovisual Archives	
General Policy	1
Audiovisual Librarianship	4
International Organisations	5
National Organisations	6
Guides	7
Directories	7
Handbooks	10
Bibliographies	13
Catalogues	17
Glossaries	17
Guidelines	
Copyright	19
Archives Management	19
Library Management	20
Intellectual Control	20
Preservation/Conservation	21
Photographs	21
Education/Training	21
Curriculum Development	22
Legal Issues	22
Copyright	23
Legal Deposit	27
Contracts	28
Standards	
General	29
Film Materials	29
Sound Recording and Recordings	30
Magnetic Media	31
Archive Equipment	31
Procedures	31
Archives Management	32
National Archives	35
Audiovisual Archives	36
Film Archives	37
Photographic Archives	40
Sound Archives	40
Broadcasting Archives	
Television Archives	42
Radio Sound Archives	44
Specialist Archives	45
Ethnography, Ethnology and Ethnomusicology	45
Oral History archives	46
Theatre Archives	46
Museums	46
Use of Computers in archives management	46
Personnel Management	47

Oral History	48
Oral History in Archives	51
Oral History in Libraries	52
Fieldwork Techniques	52
Appraisal	53
Moving Images	54
Sound Recordings	54
Photographs	54
Machine Readable Records	55
Selection	55
Audiovisual Materials	56
Film Materials	57
Television and Video Materials	57
Sound Recordings	58
Intellectual Control	60
Audiovisual Cataloguing	61
Film Cataloguing	61
Television and Video Cataloguing	62
Sound Recordings	62
Bibliographic Control	63
Discography	64
Cataloguing Rules	65
Indexing	66
Information Retrieval	67
Film Materials	68
Video Materials	69
Sound Recordings	70
Automation in Cataloguing	70
Audiovisual	72
Film Cataloguing	72
Video Cataloguing	72
Sound Recordings	73
Photographic Materials	74
Museums	74
Stock Control	74
Access	75
Availability	78
Exchange	78
Communications	80
Materials	
General Archival Materials	81
Audiovisual Materials	81
Film Materials	83
Newsfilm	85
Nitrate film	85
Video Materials	86
Magnetic Recordings	89
Optical Disc Technology	91

(Materials)	
Sound Recordings	92
Cylinder Recordings	95
Gramophone Records. Disc Recordings	96
Cassette Recordings	97
Digital Audio Recording	97
Compact Disc Recordings	98
Photographs	98
Microforms	99
Preservation	99
Audiovisual Materials	100
Moving Images: Film	101
Moving Images: Video	104
Sound Recordings	105
Photographs	106
Microforms	107
Restoration	
Moving Images: Film	108
Moving Images: Video	109
Sound Recordings	109
Conservation	
General	110
Audiovisual Materials	112
Moving Images	113
Film	114
Video	115
Sound Recordings	115
Photographs and Slides	116
Microforms	117
Storage	
General	118
Audiovisual Materials	118
Moving Images: Film	118
Moving Images: Video	119
Sound Recordings	121
Photographs	121
Handling	
Moving Images: Videotape	122
Sound Recordings	122
Environmental Conditions	122
Air conditioning	123
Equipment	123
Buildings	125
Disaster Preparedness	
Security	126
Fire Precautions	127
Education	129
Training	132
Curriculum Development	136
Author Index	139
Subject Index	149