

INSTG021: The Record-keeping Professional (formerly called 'Management Skills')

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This Reading List is arranged under broad topics which follow the timetable.

@book{Abbott, Christine_1994, address={London}, title={Performance measurement in library and information services}, volume={The Aslib know how series}, publisher={Aslib}, author={Abbott, Christine}, year={1994} }

@book{Allan, Barbara_2004, address={London}, title={Project management: tools and techniques for today's ILS professional}, publisher={Facet}, author={Allan, Barbara}, year={2004} }

@book{Andreasen, Alan R._Kotler, Philip_Kotler, Philip_1995, address={Upper Saddle River, N.J.}, edition={5th ed}, title={Strategic marketing for nonprofit organizations}, publisher={Prentice Hall}, author={Andreasen, Alan R. and Kotler, Philip and Kotler, Philip}, year={1995} }

@book{Armstrong, C. J._Bebbington, Laurence W._2004, address={London}, edition={2nd ed}, title={Staying legal: a guide to issues and practice affecting the library, information and publishing sectors}, publisher={Facet}, author={Armstrong, C. J. and Bebbington, Laurence W.}, year={2004} }

@book{Armstrong_Taylor_2020, address={London, England}, edition={Fifteen edition}, title={Armstrong's handbook of human resource management practice}, url={https://ebookcentral.proquest.com/lib/ucl/detail.action?docID=5995878}, publisher={Kogan Page}, author={Armstrong, Michael and Taylor, Stephen}, year={2020} }

@book{Assen, Marcel van_Berg, Gerben Van den_Pietersma, Paul_Have, Steven ten_2009, address={Harlow}, edition={2nd ed}, title={Key management models: what they are and when to use them}, publisher={Financial Times Prentice Hall}, author={Assen, Marcel van and Berg, Gerben Van den and Pietersma, Paul and Have, Steven ten}, year={2009} }

@book{Association of Records Managers and Administrators_1991, address={Prairie Village, KS}, edition={3rd ed}, title={Job descriptions}, volume={ARMA International guidelines}, publisher={ARMA International}, author={Association of Records Managers and Administrators}, year={1991} }

@book{Beardwell, Ian_Holden, Len_Claydon, Tim_2004, address={Harlow}, edition={4th ed}, title={Human resource management: a contemporary approach}, publisher={FT Prentice Hall}, author={Beardwell, Ian and Holden, Len and Claydon, Tim}, year={2004} }

@book{Bennett, Roger_1995, address={London}, title={Corporate strategy and business planning}, volume={The M. & E. handbook series}, publisher={Pitman}, author={Bennett, Roger}, year={1995} }

@book{Black, Kirsten_1996, address={London}, title={Project management for library and information service professionals}, volume={Aslib know how guides}, publisher={Aslib}, author={Black, Kirsten}, year={1996} }

@book{Blanchard, Kenneth H. Johnson, Spencer_1994, address={London}, title={The one minute manager}, publisher={Fontana/Collins}, author={Blanchard, Kenneth H. and Johnson, Spencer}, year={1994} }

@book{Bluck, Robert_1996, address={London}, title={Team management}, volume={Library training guides}, publisher={Library Association Pub}, author={Bluck, Robert}, year={1996} }

@book{Boddy, David_2011, address={Harlow}, edition={5th ed}, title={Management: an introduction}, publisher={Financial Times Prentice Hall}, author={Boddy, David}, year={2011} }

@book{Boddy, David_2012, address={Harlow}, title={Essentials of management: a concise introduction}, url={<http://www.vlebooks.com/vleweb/product/openreader?id=UCL&isbn=9780273739326>}, publisher={Pearson}, author={Boddy, David}, year={2012} }

@book{Booth, Andrew Brice, Anne_2004, address={London}, title={Evidence-based practice for information professionals: a handbook}, url={<http://www.vlebooks.com/vleweb/product/openreader?id=UCL&isbn=9781856047852>}, publisher={Facet}, author={Booth, Andrew and Brice, Anne}, year={2004} }

@book{Bradsher_1989, address={Chicago}, title={Managing archives and archival institutions}, publisher={University of Chicago Press}, author={Bradsher, James Gregory}, year={1989} }

@book{Bright, Jim_Earl, Joanne_2008, address={Harlow}, edition={3rd ed}, title={Brilliant CV: what employers want to see and how to say it}, publisher={Prentice Hall Business}, author={Bright, Jim and Earl, Joanne}, year={2008} }

@book{Brophy_Coulling_1996, address={Aldershot, Hampshire}, title={Quality management for information and library managers}, publisher={Aslib/Gower}, author={Brophy, Peter and Coulling, Kate}, year={1996} }

@book{Brophy, Peter_Coulling, Kate_1996, address={Aldershot, Hampshire}, title={Quality management for information and library managers}, publisher={Aslib/Gower}, author={Brophy, Peter and Coulling, Kate}, year={1996} }

@book{Bryson, Jo_1997, address={Aldershot}, title={Managing information services: an integrated approach}, publisher={Gower}, author={Bryson, Jo}, year={1997} }

@book{Bryson, Jo_2011, address={Farnham}, edition={3rd ed}, title={Managing information services: a sustainable approach}, publisher={Ashgate}, author={Bryson, Jo}, year={2011} }

Jo}, year={2011} }

@book{Butcher_1998, address={London}, title={Meeting managers' information needs}, volume={A managing information report}, publisher={Aslib}, author={Butcher, Helen}, year={1998} }

@misc{Cain, title={RSA Shorts - The Power of Quiet}, url={https://www.tes.com/teaching-resource/rsa-shorts-the-power-of-quiet-6339103}, publisher={Royal Society for the encouragement of Arts, Manufactures and Commerce}, author={Cain, Susan} }

@book{Carpenter, Julie_2008, address={Oxford}, title={Library project funding: a guide to planning and writing proposals}, volume={Chandos information professional series}, url={https://www.sciencedirect.com/book/9781843343806/library-project-funding}, publisher={Chandos}, author={Carpenter, Julie}, year={2008} }

@book{Carpenter, Julie_2011, address={Oxford}, title={Project management in libraries, archives and museums: working with government and other external partners}, volume={Chandos information professional series}, url={https://www.sciencedirect.com/book/9781843345664/project-management-in-libraries-archives-and-museums}, publisher={Chandos}, author={Carpenter, Julie}, year={2011} }

@article{Clark_Cook_1998a, title={Short-term contracts: A template for an agreement}, volume={19}, DOI={10.1080/00379819809514434}, number={2}, journal={Journal of the Society of Archivists}, author={Clark, Lieselotte and Cook, Dee}, year={1998}, month={Oct}, pages={149-167} }

@article{Clark_Cook_1998b, title={Short-term contracts: A template for an agreement}, volume={19}, DOI={10.1080/00379819809514434}, number={2}, journal={Journal of the Society of Archivists}, author={Clark, Lieselotte and Cook, Dee}, year={1998}, month={Oct}, pages={149-167} }

@article{Conerly_Tripathi_2004, title={What is Your Conflict Style? Understanding and Dealing With Your Conflict Style}, volume={27}, url={http://search.proquest.com/docview/219147248}, number={2}, journal={The Journal for Quality and Participation}, publisher={American Society for Quality}, author={Conerly, Keith and Tripathi, Arvind}, year={2004}, pages={16-20} }

@misc{Consultants_2005, title={Bolton's Museum, Library and Archive Services: An economic valuation}, url={http://webarchive.nationalarchives.gov.uk/20120215211001/http://research.mla.gov.uk/evidence/view-publication.php?pubid=423}, author={Consultants, Jura}, year={2005} }

@book{Coote, Helen_Batchelor, Bridget_1997, address={London}, edition={2nd ed}, title={How to market your library service effectively}, volume={The Aslib know how series}, publisher={Aslib}, author={Coote, Helen and Batchelor, Bridget}, year={1997} }

@misc{Coplin, title={RSA - RSA Animate - Re-Imagining Work},

url={<http://www.thersa.org/events/rsaanimate/animate/rsa-animate-re-imagining-work>},
author={Coplin, Dave} }

@book{Corrall, Sheila_1994, address={London}, title={Strategic planning for library and information services}, volume={The Aslib know how series}, publisher={Aslib},
author={Corrall, Sheila}, year={1994} }

@book{Corrall, Sheila_Brewerton, Antony_1999, address={London}, title={The new professional's handbook: your guide to information services management},
publisher={Library Association}, author={Corrall, Sheila and Brewerton, Antony},
year={1999} }

@article{Coulson_Ray_Harrop_Parker_2001, title={Securing funding in the local government bidding culture: are records sufficiently 'sexy' to succeed?}, volume={11},
DOI={10.1108/EUM0000000007268}, number={2}, journal={Records Management Journal}, author={Coulson, Graham and Ray, Kathryn and Harrop, Ken and Parker, Sandra}, year={2001}, pages={83-95} }

@book{Covey, Stephen R._1992, address={London}, edition={New ed}, title={The 7 habits of highly effective people: restoring the character ethic}, publisher={Simon & Schuster}, author={Covey, Stephen R.}, year={1992} }

@article{Crymble_2010, address={Ottawa}, title={An Analysis of Twitter and Facebook Use by the Archival Community}, volume={70}, journal={Archivaria},
publisher={Association of Canadian Archivists}, author={Crymble, Adam}, year={2010},
pages={125-151} }

@book{Dale, B. G._Wiele, Anthony van der_Iwaarden, Jos van_2007, address={Malden, Mass}, edition={5th ed}, title={Managing quality}, publisher={Blackwell},
author={Dale, B. G. and Wiele, Anthony van der and Iwaarden, Jos van}, year={2007} }

@article{Davies_Ellis_2003, title={Employment Trends in the Archive Domain, 1993-2001}, volume={24}, DOI={10.1080/0037981032000061000}, number={1},
journal={Journal of the Society of Archivists}, author={Davies, Susan J. and Ellis, Mary},
year={2003}, month={Apr}, pages={15-24} }

@article{Dawson_1998, title={Skills of the archival labour pool}, volume={19},
DOI={10.1080/00379819809514436}, number={2}, journal={Journal of the Society of Archivists}, author={Dawson, Andy}, year={1998}, month={Oct}, pages={177-187} }

@book{De Sáez, Eileen Elliott_2002, address={London}, edition={2nd ed},
title={Marketing concepts for libraries and information services}, publisher={Facet Publishing}, author={De Sáez, Eileen Elliott}, year={2002} }

@book{Dearstyne_2001, address={Westport, CT}, title={Leadership and administration of successful archival programs}, volume={Greenwood library management collection},
publisher={Greenwood Press}, author={Dearstyne, Bruce W.}, year={2001} }

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@article{Drucker_1999, title={Managing Oneself}, volume={77}, url={http://web.b.ebscohost.com/ehost/pdfviewer/pdfviewer?vid=1&sid=3cffb818-75a8-4e2d-abbe-0cf04398000a%40pdc-v-sessmgr02}, number={2}, journal={Harvard Business Review}, author={Drucker, Peter F.}, year={1999}, pages={64-74} }

@article{Duff_Yakel_Tibbo_Cherry_McKay_Krause_Sheffield_2010, title={The Development, Testing, and Evaluation of the Archival Metrics Toolkits}, volume={73}, DOI={10.17723/aarc.73.2.00101k28200838k4}, number={2}, journal={The American Archivist}, author={Duff, Wendy and Yakel, Elizabeth and Tibbo, Helen and Cherry, Joan and McKay, Aprille and Krause, Magia and Sheffield, Rebecca}, year={2010}, month={Sep}, pages={569-599} }

@book{Dunn, F. I._Society of Archivists (Great Britain)_1994, address={London}, title={Security: a guide for use in appraising and implementing security systems and procedures in archive operations, covering buildings, staff, the public and repository management}, volume={Best practice guideline}, publisher={Society of Archivists}, author={Dunn, F. I. and Society of Archivists (Great Britain)}, year={1994} }

@article{Ellis_Greening_2002, title={Archival Training in 2002: Between a rock and a hard place?}, volume={23}, DOI={10.1080/0037981022000006381}, number={2}, journal={Journal of the Society of Archivists}, author={Ellis, Mary and Greening, Anna}, year={2002}, month={Oct}, pages={197-207} }

@book{Evans, G. Edward_Alire, Camila A._2013, address={London}, edition={3rd ed}, title={Management basics for information professionals}, publisher={Facet Pub}, author={Evans, G. Edward and Alire, Camila A.}, year={2013} }

@book{Eyre, E. C._Pettinger, Richard_1999, address={Basingstoke}, edition={3rd ed}, title={Mastering basic management}, volume={Macmillan master series}, publisher={Macmillan}, author={Eyre, E. C. and Pettinger, Richard}, year={1999} }

@book{Fayol, Henri_Storrs, Constance_1971, address={London}, title={General and industrial management}, publisher={Pitman}, author={Fayol, Henri and Storrs, Constance}, year={1971} }

@book{Field, Mike_Keller, Laurie S._Open University_1998, address={Milton Keynes}, title={Project management}, publisher={Open University}, author={Field, Mike and Keller, Laurie S. and Open University}, year={1998} }

@book{French, Ylva_Runyard, Sue_2011, address={London}, title={Marketing and public relations for museums, galleries, cultural and heritage attractions}, DOI={10.4324/9780203813751}, publisher={Routledge}, author={French, Ylva and Runyard, Sue}, year={2011} }

@book{Gallacher, Cathryn A._1999, address={London}, title={Managing change in libraries and information services}, volume={Know how guides}, publisher={Aslib}, author={Gallacher, Cathryn A.}, year={1999} }

@book{Gannon, Alice_Association of Records Managers and Administrators_1996,

address={Prairie Village, Kan}, title={The information manager's toolkit}, publisher={ARMA International}, author={Gannon, Alice and Association of Records Managers and Administrators}, year={1996} }

@article{Giesecke_McNeil_1999, title={Core competencies and the learning organization}, volume={13}, url={http://search.ebscohost.com/login.aspx?direct=true&AuthType=ip,shib&db=lls&AN=502825919&site=ehost-live&scope=site}, number={3}, journal={Library Administration & Management}, author={Giesecke, Joan and McNeil, Beth}, year={1999}, pages={158-166} }

@article{Hackman_2012, title={Love is Not Enough: Advocacy, Influence and the Development of Archives}, volume={33}, DOI={10.1080/00379816.2012.666116}, number={1}, journal={Journal of the Society of Archivists}, author={Hackman, Larry}, year={2012}, month={Apr}, pages={9-21} }

@book{Hackman, Larry J._2011, address={Chicago}, title={Many happy returns: advocacy and the development of archives}, publisher={Society of American Archivists}, author={Hackman, Larry J.}, year={2011} }

@book{Handy, Charles B._1995, address={London}, edition={[2nd ed.]}, title={The age of unreason}, publisher={Arrow Business Books}, author={Handy, Charles B.}, year={1995} }

@book{Handy, Charles B._2000, address={London}, edition={[3rd ed.]}, title={Gods of management}, publisher={Arrow}, author={Handy, Charles B.}, year={2000} }

@article{Harley_1994, address={London}, title={The Recruitment and Management of the Archivist in Business}, volume={67}, journal={Business Archives}, publisher={Business Archives Council}, author={Harley, Janette}, year={1994} }

@book{Harriman, Joy HP_2008, address={London}, title={Creating your library's business plan: a how-to-do-it manual with samples on CD-ROM}, publisher={Facet}, author={Harriman, Joy HP}, year={2008} }

@article{Harrop_Coulson_Ray_Parker_2002, title={Bidding for Records: Local authority archives and competitive funding}, volume={23}, DOI={10.1080/00379810220120546}, number={1}, journal={Journal of the Society of Archivists}, author={Harrop, Ken and Coulson, Graham and Ray, Kathryn and Parker, Sandra}, year={2002}, pages={35-50} }

@book{Herzberg, Frederick_Mausner, Bernard_Snyderman, Barbara Bloch_1993, address={New Brunswick, N.J. ; London}, edition={[2nd rev. ed.]}, title={The motivation to work}, publisher={Transaction}, author={Herzberg, Frederick and Mausner, Bernard and Snyderman, Barbara Bloch}, year={1993} }

@article{Heyliger_McLoone_Thomas_2013, title={Making Connections: A Survey of Special Collections' Social Media Outreach}, volume={76}, DOI={10.17723/aarc.76.2.t820u33100443q55}, number={2}, journal={The American Archivist}, author={Heyliger, Sean and McLoone, Juli and Thomas, Nikki}, year={2013}, month={Sep}, pages={374-414} }

@book{Hodgson, Cynthia_Association of Records Managers and Administrators_2009, address={Overland Park, Kan}, title={Evaluating and mitigating records and information risks: an ARMA International guideline}, publisher={ARMA International}, author={Hodgson, Cynthia and Association of Records Managers and Administrators}, year={2009} }

@misc{Holden_2004, title={Capturing Cultural Value: How culture has become a tool of government policy}, url={http://www.demos.co.uk/files/CapturingCulturalValue.pdf}, author={Holden, John}, year={2004} }

@misc{Holden_2005, title={Valuing Culture in the South East}, url={https://www.demos.co.uk/files/Culturalvalueweb.pdf}, author={Holden, John}, year={2005} }

@misc{Horton_Spence_2006, address={Aberystwyth}, title={Scoping the Economic and Social Impact of Archives (MLA Report)}, url={http://webarchive.nationalarchives.gov.uk/20111013135435/http://research.mla.gov.uk/evidence/view-publication.php?pubid=642}, publisher={University of Wales}, author={Horton, S. and Spence, J.}, year={2006} }

@article{Horton_2006, title={Social capital, government policy and public value: implications for archive service delivery}, volume={58}, DOI={10.1108/00012530610713588}, number={6}, journal={Aslib Proceedings}, author={Horton, Sarah}, year={2006}, pages={502-512} }

@article{Hoy_2011a, title={Relationships, trust and learning: experiences of emerging professionals working in collecting institutions}, volume={11}, DOI={10.1007/s10502-011-9158-x}, number={3-4}, journal={Archival Science}, author={Hoy, Marian}, year={2011}, month={Nov}, pages={391-408} }

@article{Hoy_2011b, title={Relationships, trust and learning: experiences of emerging professionals working in collecting institutions}, volume={11}, DOI={10.1007/s10502-011-9158-x}, number={3-4}, journal={Archival Science}, author={Hoy, Marian}, year={2011}, month={Nov}, pages={391-408} }

@book{1998, address={Paris}, title={Financing archival services : proceedings of the twenty-eighth International Conference of the Round Table on Archives}, publisher={ICA}, author={International Conference of the Round Table on Archives (28th: 1991: Haarlem, Netherlands)}, year={1998} }

@misc{1999, title={Managing Resources for Records and Archives Services}, url={http://www.irmt.org/documents/educ_training/public_sector_rec/IRMT_manage_resource.pdf}, author={International Records Management Trust}, year={1999} }

@book{International Records Management Trust_International Council on Archives_1999a, address={London}, title={Developing infrastructures for records and archives services}, volume={Managing public sector records}, publisher={International Records Management Trust}, author={International Records Management Trust and International Council on Archives}, year={1999} }

@book{International Records Management Trust_International Council on

Archives_1999b, address={London}, title={Strategic planning for records and archives services}, volume={Managing public sector records}, publisher={International Records Management Trust}, author={International Records Management Trust and International Council on Archives}, year={1999} }

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@book{James, Russell D._Wosh, Peter J._2011, address={Chicago}, title={Public relations and marketing for archivists: a how-to-do-it manual}, volume={How-to-do-it manuals}, publisher={Society of American Archivists}, author={James, Russell D. and Wosh, Peter J.}, year={2011} }

@book{Jay, Ros_2011, address={Harlow, England}, edition={3rd ed}, title={Brilliant interview: what employers want to hear and how to say it}, url={http://proquest.safaribooksonline.com/?uiCode=ucl&xmlId=9780273743934}, publisher={Prentice Hall}, author={Jay, Ros}, year={2011} }

@article{Kaplan_Norton_1996a, title={Using the Balanced Scorecard as a Strategic Management System}, volume={74}, url={http://search.ebscohost.com/login.aspx?direct=true&AuthType=ip,shib&db=bsu&AN=9601185348&site=ehost-live&scope=site}, number={1}, journal={Harvard Business Review}, author={Kaplan, R. and Norton, D.}, year={1996}, pages={75-85} }

@article{Kaplan_Norton_1996b, title={Using the Balanced Scorecard as a Strategic Management System}, volume={74}, url={http://search.ebscohost.com/login.aspx?direct=true&AuthType=ip,shib&db=bth&AN=9601185348&site=ehost-live&scope=site}, number={1}, journal={Harvard Business Review}, author={Kaplan, R. and Norton, D.}, year={1996}, pages={75-85} }

@book{Kaplan, Robert S._Norton, David P._2004, address={Boston}, title={Strategy maps: converting intangible assets into tangible outcomes}, publisher={Harvard Business School Press}, author={Kaplan, Robert S. and Norton, David P.}, year={2004} }

@book{Kotler, Neil G._Kotler, Philip_Kotler, Wendy I._Kotler, Neil G._2008, address={San Francisco}, edition={2nd ed}, title={Museum marketing and strategy: designing missions, building audiences, generating revenue and resources}, publisher={Jossey-Bass}, author={Kotler, Neil G. and Kotler, Philip and Kotler, Wendy I. and Kotler, Neil G.}, year={2008} }

@book{Kotler, Philip_2013, address={Harlow}, edition={6th European ed}, title={Principles of marketing}, publisher={Pearson}, author={Kotler, Philip}, year={2013} }

@book{Kotler, Philip_Keller, Kevin Lane_2009, address={Upper Saddle River, N.J.}, edition={13th ed}, title={Marketing management}, publisher={Pearson/Prentice Hall},

author={Kotler, Philip and Keller, Kevin Lane}, year={2009} }

@book{Lawes, Ann_1993, address={Aldershot}, title={Management skills for the information manager}, publisher={Ashgate}, author={Lawes, Ann}, year={1993} }

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url={https://www.archives.org.uk/latest-news/218-volunteering-in-collections-care-new-best-practice-guide.html}, author={Lindsay, Helen}, year={2011} }

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url={http://www.archives.org.uk/images/documents/ARACouncil/nationaloccupationalstandards.pdf}, author={LLUK} }

@book{Lock, Dennis_2013, address={Farnham}, edition={10th ed}, title={Project management},
url={http://www.vlebooks.com/vleweb/product/openreader?id=UCL&isbn=9781409454205}, publisher={Gower}, author={Lock, Dennis}, year={2013} }

@misc{2011, title={Heritage Change Programme Framework Resources and Toolkits},
url={https://www.londoncouncils.gov.uk/our-key-themes/culture-sport-and-tourism/arts-and-culture/resources/heritage-change-programme}, author={London Cultural Improvement Programme}, year={2011} }

@article{Luthans_1988, title={Successful vs. Effective Real Managers.}, volume={2}, DOI={10.5465/AME.1988.4275524}, number={2}, journal={Academy of Management Executive}, author={Luthans, Fred}, year={1988}, pages={127-132} }

@book{MacLachlan, Liz_1996, address={London}, title={Making project management work for you}, volume={The successful LIS professional}, publisher={Library Association}, author={MacLachlan, Liz}, year={1996} }

@article{Mariz_McCrea_Hackman_Kurtz_Jimerson_2011a, title={Leadership Skills for Archivists}, volume={74}, DOI={10.17723/aarc.74.1.h65171q8q115557g}, number={1}, journal={The American Archivist}, author={Mariz, George and McCrea, Donna and Hackman, Larry and Kurtz, Tony and Jimerson, Randall}, year={2011}, month={Apr}, pages={102-122} }

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@book{Maslow, Abraham H._Frager, Robert, address={India}}, edition={3rd ed., low price ed}, title={Motivation and personality}, publisher={Pearson Education}, author={Maslow, Abraham H. and Frager, Robert} }

@book{Massis, Bruce E._2003, address={New York}, title={The practical library manager}, volume={Haworth cataloging&classification}, publisher={Haworth Information}

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@book{Masterton, Ailsa_1997, address={London}, title={Getting results with time management}, volume={The successful LIS professional}, publisher={Library Association Publishing}, author={Masterton, Ailsa}, year={1997} }

@book{Mayo_Harvard University_1945, address={Boston}, title={The social problems of an industrial civilization}, publisher={Division of Research, Graduate School of Business Administration, Harvard University}, author={Mayo, Elton and Harvard University}, year={1945} }

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@book{McKay, Duncan_Aslib_2003, address={London}, edition={2nd ed}, title={Effective financial planning for library and information services}, volume={Aslib know how guides}, publisher={Europa}, author={McKay, Duncan and Aslib}, year={2003} }

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