Introduction

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 passage.

You should note this list of resources is by no means a complete bibliography of archival works. It contains resources that we believe will be useful as you prepare for the 2022 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 during your examination preparation. We have found over the years that some candidates need 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.

As with the examination, the language for these publications is English. The publications have primarily been written and published in the United States. When available, we have included links to online copies.

Archival Classics

Archival literature builds from a list of “classics.” These set the tone for much of the development of the field in the twentieth century and are integral to our professional identity. Candidates should be at least aware of such contributions and their authors.

- Schellenberg, Theodore R., Appraisal of Modern Records. Bulletins of the National Archives, Number 8 (October 1956).
General Sources: Journals

Journal articles are at the center of current archival theory and practice. Candidates should be aware of the leading archival periodicals. As professionals you will continue to engage with this literature.

Some of the essential journals in North America include:

- **Archival Issues**, published by the Midwest Archives Conference.
- **Archivaria**, published by the Association of Canadian Archivists.
- **Journal of Western Archives**, sponsored by Western regional archival organizations.
- **Provenance**, published by the Society of Georgia Archivists.

Many of the archival associations embargo the last few journal issues so members can have first access. With the time it takes to develop new questions, you are fine to concentrate your studying on articles older than two years. Even reading just the abstracts can help supplement your studying. The authors of many of the books listed below first published their work as journals articles.

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 it stick for you.

General Sources: Books and Pamphlets

These general sources cover more than one domain and are excellent resources to use throughout your professional career. You will see several books listed with multiple editions. The COVID-19 pandemic has slowed the development of new questions that draw upon newer editions. However, the core archival content and theory will be solid in any of the editions.

- Dollar, Charles M. *Authentic Electronic Records: Strategies for Long-Term Access*. 


- Society of American Archivists
  - DAS Curriculum Suggested Reading List, by Tier (last updated in 2017)
  - Position Statements & Resolutions
  - Standards Portal


**Domain 1: Selection, Appraisal, and Acquisition**


**Domain 2: Arrangement and Description**


- Encoded Archival Context for Corporate Bodies, Persons, and Families – EAC-
CPF website: http://eac.staatsbibliothek-berlin.de/
- Encoded Archival Description Official Site: http://www.loc.gov/ead/

**Domain 3: Reference Services and Access**


**Domain 4: Preservation and Protection**

- The Consultative Committee for Space Data Systems, NASA. *Reference Model for an Open Archival Information System (OAIS), Recommended Practice issue 2*, June 2012.
• Northeast Document Conservation Center (NEDCC). *Preservation Leaflets.*

**Domain 5: Outreach, Advocacy, and Promotion**

• Jessica Lacher-Feldman, Exhibits in Archives and Special Collections Libraries (Chicago: Society of American Archivists, 2013)
• Theimer, Kate, ed. *Web 2.0 Tools and Strategies for Archives and Local History Collections.* New York: Neal-Schuman, 2009.

**Domain 6: Managing Archival Programs**


**Domain 7: Professional, Ethical, and Legal Responsibilities**

- U.S. Copyright Office website: [http://www.copyright.gov](http://www.copyright.gov)