# Academy of Certified Archivists

## Suggested Readings

for the

## Archival Certification Exam

*Revised September 2020*

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Suggested Readings

We have compiled this list of suggested readings to assist you in preparing for the Academy of Certified Archivists Certification Examination.

You should note this list of sources is by no means a complete bibliography of archival works. It only contains resources that we believe will be useful as you prepare for the examination.

In compiling the suggested readings, we intend to provide candidates with a significant — but not overwhelming — list of the most traditional and widely available resources. In providing this list, we cannot guarantee passage of the examination; however, candidates should understand the types of sources used to develop the Certification Examination.

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.

General Sources: Journals

Journal articles are at the heart of the modern development of archival theory and practice. Candidates should be aware of the leading archival periodicals and as professionals will be expected to keep abreast of this literature.

- **American Archivist**, published semi-annually by the Society of American Archivists. Examination candidates should be especially familiar with the articles published over the past ten years. [http://www2.archivists.org/american-archivist](http://www2.archivists.org/american-archivist)

**Other essential journals include:**

- **Archival Issues**, semi-annual journal published by the Midwest Archives Conference.
- **Archivaria**, semi-annual journal published by the Association of Canadian Archivists.
- **Provenance**, annual journal published by the Society of Georgia Archivists.

General Sources: Books and Pamphlets

As demonstrated by the growing quality of submissions for the SAA’s annual Waldo Gifford Leland Award, American archival monographs have entered a renaissance. Candidates should be aware of this growth, especially in relation to newer arenas, such as electronic records and digital preservation. General sources cover more than one domain. The general readership charge obviously continues as part and parcel of your professional careers.


• Society of American Archivists
  - [DAS Curriculum Suggested Reading List, by Tier](#)
  - [Position Statements & Resolutions](#)
  - [Standards Portal](#)


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


### Domain 2: Arrangement and Description


• Encoded Archival Description Official Site: [http://www.loc.gov/ead/](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.


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


**Domain 6: Managing Archival Programs**


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

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

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