

The Basics of Archives will help you with your...



Archives

- Boxes of disorganized papers
- Moldy records
- Missing maps
- Old schoolbooks
- Other documents that you just don't know what to do with

These issues and more face the staff and volunteers who work in historical societies, libraries, museums, and archives every day!

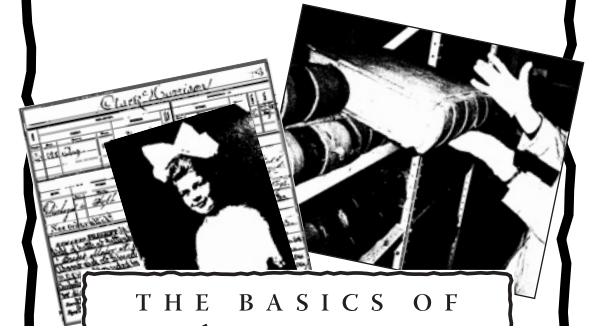


The Basics of Archives can help you learn how to deal with these challenges.

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PRESENTS



THE BASICS OF

Archives

A PRACTICAL, ONE-DAY WORKSHOP
FOR THOSE WHO WORK WITH
HISTORICAL RECORDS
BUT ARE NOT TRAINED ARCHIVISTS!

Name of Site/Host Organization

Place

Date

Time of Workshop

The Basic of Archives is for people who work or volunteer in organizations that deal with the past—whether it’s a museum, historic house, the city clerk’s office, the library’s local history room, a historic site, or a college archives. You’ll get practical advice, sample forms and policies, and learn basic



practices you need to follow so that you can collect, protect, and help people use the historical treasures in your care.

In this workshop you’ll learn:

- What historical records are—and aren’t.
- How to decide what to keep so you have historical records that people want to use.
- How to make sure you have legal title to your collections.
- How to handle collections when you get them so you know what you’ve got and where it’s at.
- How to protect your collections from theft.
- How to deal with copyright issues.
- What tools you need to create to help users find the information in your collections.
- How to take care of historical records so they are preserved and can be used in the future.
- How to let people know what you have and how to get people excited about using your collections.
- And—where to go when you need help!

The Basics of Archives Workshop

Do you need to take care of historical records—but you’re not a trained archivist?

What’s the right thing to do with those diaries, cassette tapes, hand-drawn maps, tin-type photographs, and family letters in your collection?

Where can you go to get advice?

Workshop Date/Time

Name of instructor(s)

Information about site

Directions and/or map to site

Workshop cost and what the cost covers

Information about lunch (included with registration fee?)

Where to call for info

How to register/where to send info

Contact Name

Phone/Fax/Email



Workshop Registration Form

How to Register

Deadline & Cost

Payment (checks, credit card info, online registration)

Send Registration to

Please register _____ people for the Basics of Archives workshop.

_____ Name

_____ Title

_____ Organization

_____ Address

_____ City/State/Zip

_____ Phone

_____ Email address