

# NATIONAL ARCHIVAL ASSOCIATIONS

## National Association of Government Archives and Records Administrators (NAGARA)

### **Electronic Document Imaging.**

3/1/00-, Boston MA

Instructor(s): William Saffady, Palmer School of Library and Information Science, Long Island University

Description: Overview of electronic document imaging concepts, technology, and products, emphasizing their advantages and limitations for records management operations.

The first half-day will deal with conceptual and application-oriented issues. It will describe typical work steps and components in electronic document imaging implementations and examine the types of records management applications for which imaging technology is well suited. The legal status of electronic document images and the relationship between imaging technology and record retention requirements will also be considered.

The second half-day will deal with specific aspects of imaging technology, the nature of the imaging industry, characteristics of imaging system components, and product selection issues.

While the seminar will deal with technical topics, and terms and concepts will be clearly explained in a non-technical manner..

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## Society of American Archivists

### **Access Points.**

3/4/99-3/5/99, New Orleans LA (with Historical New Orleans Conference)

Instructor(s): Peter Wilkerson, South Carolina Historical Society

Susanne Warren, Getty Art Historical Information Program

Description: Explores the concept of authority control, content analysis, and the formation of searchable access points in an archival catalog. Workshop content includes the formation of headings for persons, geographic names, and corporate bodies, and of headings for subject analysis, form, and genre, using the Library of Congress Subject Headings and the Art and Architecture Thesaurus. The course is designed to be taken by individuals who have a basic understanding of the organizational structure of personal papers and archival records and who understand the basic concepts of archival description. This course is a product of the National Historical Publications and Records

Commission/SAA Archival Descriptive Standards Curriculum Development Project.

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### **Administration of Photographic Collections.**

5/12/00-5/13/00, Baltimore MD (with American Association of Museums)

2/4/00-2/5/00, Santa Fe NM (with Society of Southwest Archivists)

8/23/99-8/24/99, Pittsburgh PA

Instructor(s): Laurie Baty, Department of Interior/Branch of Museum Services

Richard Pearle-Moses, Arizona Cultural Inventory Project

Description: This course presents ways to administer photographic collections effectively, allowing maximum access while preserving the photographs for future exhibitions and research. Photographic records are among the most heavily used documents in museums and archival repositories. Using advance readings, lecture, discussion and exercises, the instructors will address the following subjects: identification and dating of materials; special problems of graphic materials; gaining control of large quantities of terials; arrangement and description; preservation; and reference and access.

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**Administration of TV Newfilm & Videotape Collections.**

8/28/00-8/28/00, Denver CO

Instructor(s): Steven Davidson, Louis Wolfson II Media History Center

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**Advanced Electronic Records: Design, Implementation and Evaluation.**

8/25/99-8/25/99, Pittsburgh PA

Instructor(s): Anne Gilliland-Swetland, UCLA-Department of LIS

Description: This is an advanced workshop on the methods and issues involved in the design, implementation, and evaluation of an archival electronic records program, presented with reference to the findings and activities of major research and development projects in the United States and Canada. The identification, creation, and use of a range of metadata in the preservation and use of electronic records will also be examined. This workshop is intended for archivists who already have some theoretical knowledge or practical experience with electronic records, or who have completed SAA's "Basic Electronic Records Workshop.

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**Application of the USMARC Format.**

3/4/99-3/4/99, New Orleans LA (with Historic New Orleans Conference)

Instructor(s): David Carmichael, Westchester County Records & Archives Center

Description: The USMARC format has become the recognized standard for structuring cataloging information for archives and manuscripts. Archival and manuscript repositories adopt the format to ensure that their cataloging information will be structured in a standard way that can be shared with other repositories. Participants in the workshop will learn what USMARC is; the components of the USMARC format; how to use the USMARC format documentation; how to apply content standards in a USMARC record; how to create USMARC records for archival and manuscript materials; and how to apply the basic USMARC fields. The workshop is intended for those who wish to learn how to create USMARC records and who already have a thorough knowledge of standards for archival description, such as APPM. This course is a product of the National Historical Publications and Records Commission/SAA Archival Descriptive Standards Curriculum Development Project.

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**Archival Cataloging as a Component of Description.**

6/4/00-7/4/00, Atlanta GA (with Society of Georgia Archivists)

3/16/00-3/17/00, Austin TX (with University of Texas at Austin)

8/23/99-8/24/99, Pittsburgh PA

5/2/00-5/3/00, Chicago IL (with Midwest Archives Conference)

4/6/00-4/7/00, Atlanta GA (with Society of Georgia Archivists)

3/1/99-3/2/99, New Orleans LA (with Historical New Orleans Conference)

Instructor(s): Melissa Delbridge, Duke University

Lynn Holdzkom, University of North Carolina

Description: Introduces archival cataloging in the context of archival description and the descriptive process, relating the catalog record to more detailed finding aids, indices, repository guides, and the like. Topics covered will include sources of information, titles and dates, physical description and notes. Goals of the workshop are for participants to 1) learn to catalog archival materials and catalog with an archival perspective; 2) understand the differences between archival cataloging and bibliographic cataloging; 3) gain familiarity with the tools of archival cataloging; 4) gain understanding of best practice; 5) be exposed to the future of archival cataloging; and 6) understand cataloging as a component of description. This course is a product of the National Historical Publications and Records Commission/SAA Archival Descriptive Standards Curriculum Development Project.

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**Assessing & Establishing Photographic and Digital Copying Services.**

8/28/00-8/29/00, Denver CO

Instructor(s): Tim Hawkins, Tim Hawkins Consulting

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**Basic Electronic Records.**

8/23/99-8/24/99, Pittsburgh PA

5/12/99-5/12/99, Chicago IL (with Midwest Archives Conference)

Ontario CA (with Society of California Archivists)

Instructor(s): Tom Ruller, New York State Education Department

Description: This basic workshop is designed to introduce participants to the principles of preserving and providing access to records in digital formats. The workshop focuses on methods and issues in appraising, accessioning, providing reference for, and preserving records in electronic form. Among other activities, participants will develop documentation for a simple set of electronic records and make plans for the long-term preservation of those records. The workshop is intended for archivists who have a good understanding of archival principles and techniques, but who need basic training in how to apply those principles to records in electronic form.

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**Basic Electronic Records.(online version)**

9/20/99-10/30/99, ON-LINE

11/1/99-12/10/99, ON-LINE

Instructor(s): Tom Ruller, New York State Education Department`

Description: This basic workshop is designed to introduce participants to the principles of preserving and providing access to records in digital formats. The workshop focuses on methods and issues in appraising, accessioning, providing reference for, and preserving records in electronic form. Among other activities, participants will develop documentation for a simple set of electronic records and make plans for the long-term preservation of those records. The workshop is intended for archivists who have a good understanding of archival principles and techniques, but who need basic training in how to apply those principles to records in electronic form.

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**Business Archives: The Basics & Beyond.**

10/14/99-10/16/99, Cincinnati OH (with Association of Records Managers and Administrators)

Instructor(s): Elizabeth Adkins, Ford Motor Co. Archives

Phil Mooney, Coca Cola Company

Description: This course presents an overview of the fundamentals involved in managing a business archives and will address the interrelationships among archives, corporate libraries, records management, and information centers. Participants will learn ways to garner management support for the establishment of an archival program. Using lecture, discussion, and case studies, participants will: take stock of the records currently in their archives' custody and identify those that are not, but should be (appraisal); identify appropriate records from various offices (acquisition); organize and describe the archival records to achieve physical and intellectual control (arrangement and description); and examine the legal issues associated with the use of records (reference).

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**Copyright and Fair Use For Archives.**

10/1/99-10/1/99, Washington DC

5/21/99-5/21/99, Washington DC (with American University)

Instructor(s): Peter Jaszi, American University College of Law

Description: This workshop will introduce some of the doctrines of U.S. copyright law which are most likely to impact archivists in their day-to-day activities. This includes concepts of "copyrightability"; the

work/object distinction; the status of unpublished works; fair use and special exemptions; copyright law as applied to activities in the digital network environment; and an overview of the international copyright system as it may affect copyright practice. A detailed discussion of actual problems and questions which participants have encountered in their workplaces will be conducted. Specific legal advice will not be provided. The goal of the discussion will be to provide participants with a "toolkit" for analyzing copyright problems as they arise and for working with their institution's legal counsel to resolve them. Participants should come prepared to share their own experiences. The workshop will conclude with a summary of current copyright policy issues, including pending federal legislation on such topics as copyright term extension and copyright in the network environment.  
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### **Digital Imaging Technology.**

10/13/99-10/13/99, Omaha NE (with Midwest Archival Conference & Ford Center-Omaha)

8/23/99-8/24/99, Pittsburgh PA

3/18/99-3/19/99, Seattle WA (with University of Washington)

Instructor(s): Beth Davis-Brown, LC-National Digital Library

Laura Graham, LC-National Digital Library

Description: This workshop will present the concepts and vocabulary of digital imaging technology and its application in the creation, storage, transmission, retrieval, display, and printing of images. The primary focus will be the use of this technology by archivists to create image databases of historically significant materials. Prior to the workshop, participants will complete advance reading assignments and will consider the use of digital imaging in their own repositories. During the workshop, participants will be introduced to components of imaging systems and their attendant costs, quality/production trade-offs, factors affecting the longevity of digital information, and access-related issues. Through lecture, discussion, case studies, exercises, and handouts, participants will gain an understanding of how the various approaches of digital imaging affect the capture of the range of paper and film-based materials found in archival collections.

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### **Encoded Archival Description (EAD).**

8/28/00-8/29/00, Denver CO

8/23/99-8/24/99, Pittsburgh PA

5/3/00-5/4/00, Bellingham WA (with Northwest Archivists)

4/13/00-4/14/00, Salt Lake City UT (with Utah State Archives)

2/17/00-2/18/00, Bloomington IN (with Indiana University at Bloomington)

1/18/00-1/19/00, Austin TX (with University of Texas at Austin)

11/4/99-11/5/99, Durham NH (with New England Archivists)

7/15/99-7/16/99, Dublin Ireland (with University College Dublin, College Archives)

6/2/99-6/3/99, Flagstaff AZ (with Conference of Inter-Mountain Archivists)

4/12/99-4/13/99, Albany NY (with NY State Archives and Records Administration)

3/18/99-3/19/99, Austin TX (with University of Texas at Austin)

3/12/99-3/13/99, Pittsburgh PA

2/26/99-2/27/99, Berkeley CA

Instructor(s): Kris Kielsing, University of Texas at Austin

Michael Fox, Minnesota State Historical Society

Description: This workshop will teach participants how to encode their finding aids in Standard Generalized Markup Language (SGML) using Encoded Archival Description (EAD). EAD is becoming the standard Document Type Definition (DTD) for archival finding aids. Participants in this workshop will learn the structure of EAD, get an overview of SGML, learn how to use an SGML authoring program (Softquad's Author/Editor), discuss what makes a good finding aid, and discuss implementation strategies. Participants will be able to apply the basic elements of EAD to finding aids

at their own institution after completing the workshop.  
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**Grant Proposal Preparation.**

8/29/00-8/29/00, Denver CO

Instructor(s): Richard Cameron, NHPRC

Barbara Paulson, NEH

Description: Getting resources to support archives is a major challenge as archivists are faced with shrinking budgets. Participants in this workshop will learn the components of competitive grant applications for projects to develop archival programs and to preserve and provide access to archival materials by individuals and consortiums. The National Endowment for the Humanities (NEH) and the National Historical Publications and Records Commission (NHPRC) are the major funding agencies addressed, but skills applicable to all funding agencies, public or private, will also be covered. Participants will critique sample grant proposals and develop strategies for possible proposals for their own organizations.

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**Hazcom for Archivists.**

8/29/00-8/29/00, Denver CO

Instructor(s): Monona Rossol, Arts, Crafts & Theatre Safety

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**Leadership & Management of Archival Programs.**

8/29/00-8/29/00, Denver CO

Instructor(s): Bruce Dearstyne, University of Maryland

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**Oral History: From Planning to Preservation.**

8/28/00-8/28/00, Denver CO

8/24/99-8/24/99, Pittsburgh PA

4/9/99-4/9/99, Lowell MA (with New England Archivists)

Instructor(s): Fred Calabretta, Mystic Seaport Museum

Description: This workshop provides a basic overview of oral history and its integration into archives and manuscript collections. Participants will receive instruction on researching, framing, and conducting an oral history interview; dealing with narrators; transcriptions; recordkeeping; ethics; legal issues pertaining to oral history; project publicity; videotaping oral history; taping equipment; and tape storage.

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**Planning New & Remodeled Archival Facilities.**

8/28/00-8/28/00, Denver CO

5/11/00-5/11/00, St. Louis MO (with Museum of Transportation)

Instructor(s): Tom Wilsted, University of Connecticut

Description: This workshop will provide the archivist with specific knowledge and skills related to planning renovation or construction of an archival facility. Many archivists are facing the renovation of an existing building or are planning a new facility and are expected to possess expertise in space planning and design specific to archives. These archivists may also be faced with limited experience in planning and remodeling a facility, as well as limited published information on the subject. Using lectures, case studies and exercises, the instructor will address the following: the design and construction process; interaction with architects and contractors; selecting new equipment; developing a building program in conjunction with the architect; and planning to move into the new facility.

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**Preservation Planning: Surveying, Selection & Holdings Maintenance.**

4/28/00-4/28/00, Lowell MA (with New England Archivists)

8/28/00-8/28/00, Denver CO

Instructor(s): Pam Hackbart-Dean, University of Georgia

Description: During this one-day workshop, participants will learn: the role of surveys in preservation planning; determine fundamental selection considerations; review the nature of materials found in archives and the preservation problems they pose; review the factors that cause the deterioration of materials; holdings maintenance procedures; and how to evaluate materials and supplies used for holdings maintenance activities. Surveying, selecting, and holdings maintenance, recognized as basic components of archival preservation management, are critical aspects of archival arrangement and description. The workshop is designed for archives staff as an introduction to preservation issues and the holdings and maintenance activities performed during arrangement and description. The instructor for the workshop is Pamela Hackbart-Dean, archivist and assistant department head, Richard B. Russell Library for Political Research and Studies, University of Georgia. Hackbart-Dean manages preservation, cataloging, and digitization projects and prepares preservation policies and procedures, including disaster plans.

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**Probing Appraisal Practice: Contending With Methods, Mayhem and Madness.**

8/29/00-8/29/00, Denver CO

Instructor(s): Richard Cox, University of Pittsburgh

Description: Participants will learn how to evaluate the utility of traditional archival appraisal approaches and how to consider newer approaches proposed and debated in the past decade. Participants will consider how traditional archival appraisal approaches—records values, acquisition strategies, records scheduling—work or may not work as organizations and society become more complex. The workshop title reflects its goals. Methods refer to the range of appraisal approaches available to the archivist, although there seems to be little consensus about the relevance of these methods. Mayhem refers to the escalating change of communications and recordkeeping systems in organizations and society, all challenging the half-century-old idea of records being appraised for information and evidence. Madness refers to the contentious nature of society, aptly reflected in the culture wars, political debates, and litigation directly bearing on records.

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**Security in Archives and Manuscript Repositories.**

3/10/00-3/11/00, Tucson AZ (with University of Arizona - Tucson)

Instructor(s): Richard Strassberg, Cornell University

Mimi Bowling, New York Public Library

Description: This course will explore the big business of archival theft. What is stolen? Who steals? How can archivists fight back? News of archival thefts is no longer restricted to professional literature. Problems have become so widespread that stories appear all too frequently in the news media. Through lectures, case studies, advance readings and discussion, the instructors will present ways to avoid theft or loss through security policies and procedures that cover staff and researchers, storage and reading room design, techniques of processing, collection management, secure exhibit policies, and techniques to secure electronic archives.

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