

REGIONAL ARCHIVAL ASSOCIATIONS

Archivists Round Table of New York (ART)

Preservation Management of Audiovisual Collections

12/7/99-, New York NY

Instructor(s): Alan Lewis, NARA Northeast Region

Description: The session will focus on the principles and practices of managing equipment-dependent magnetic media, motion picture film, and mechanical sound recording collections. Through lecture, discussion, and some hands-on work, the following issues will be addressed: Why are audiovisual media different from traditional archival materials and what are the implications of those differences? What is the physical structure of the film, mechanical, and magnetic recording media? What do conservation, preservation, and restoration of audiovisual "documents" mean? What are the appraisal considerations for audiovisual media? What are the reference service requirements for audiovisual media? And much more! Attendees are invited to bring in recording media and/or hardware from their collections for identification and discussion. Handout materials and a light lunch are included in the registration fee..

Contact: Leslie Fields. Phone: (212) 685-0008 Email: lfields@morganlibrary.org

Council of Intermountain Archivists (CIMA)

Encoded Archival Description (EAD) (developed by the Society of American Archivists)

6/2/99, Northern Arizona University, Flagstaff, AZ

Instructor(s): Michael Fox; Kris Kiesling

Description: *See description under **Society of American Archivists**.*

Contact: Reneta Webb. Phone: 312-922-0140. Email: rwebb@archivists.org

Historical New Orleans Conference

Access Points (developed by the Society of American Archivists)

3/4/99, New Orleans LA

Instructor(s): Peter Wilkerson, South Carolina Historical Society; Susanne Warren, Getty Art Historical Information Program

Description: *See description under **Society of American Archivists**.*

Contact: Reneta Webb. Phone: 312-922-0140. Email: rwebb@archivists.org

Application of the USMARC Format (developed by the Society of American Archivists)

3/4/99, New Orleans LA

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

Description: *See description under **Society of American Archivists**.*

Contact: Reneta Webb. Phone: 312-922-0140. Email: rwebb@archivists.org

Archival Cataloging as a Component of Description. (developed by the Society of American Archivists)

3/1/99, New Orleans LA

Instructor(s): Melissa Delbridge, Duke University; Lynn Holdzkom, University of North Carolina

Description: *See description under **Society of American Archivists**.*

Contact: Reneta Webb. Phone: 312-922-0140. Email: rwebb@archivists.org

Michigan Archival Association

Basic Electronic Records Management.

6/23/00-6/23/00, Frankenmuth MI

Instructor(s): Marcus Robyns, Central Upper Peninsula and Northern Michigan University Archives
Sharon Carlson, Archives and Regional History Collections

Description: This three-hour workshop will review the basics of electronic records management. Workshop participants will gain an understanding of basic principles and practice of electronic records management. Part I will be a "seminar" style discussion and critical analysis of selected readings available on the Internet. Part II will be a review and critical analysis of three programs that have successfully applied electronic records management principles in the work place. Participants will be expected to study and review all three programs prior to the workshop..

<http://h-net2.msu.edu/~maa/>

Contact: Marcus Robyns. Phone: (906) 227-1225 Email: mrobyn@snu.edu

Exhibit Workshop: Exhibits in a Small Shop.

6/24/99-6/24/99, Detroit MI

Instructor(s): Heidi Christein, Jewish Community Archives of the Jewish Federation of Metro. Detroit
James Conway, Detroit Historical Museum

Description: Introductory program to familiarize archivists and volunteers with basic concepts of mounting an exhibit in an archival environment. Concepts that were covered included tools, materials, and easy-to-learn exhibit techniques..

Contact: Heidi Christein. Phone: 248-642-4260 Email: HeidiC@jfm.org

Mid-Atlantic Regional Archives Conference (MARAC)

An Introduction to the Art (and sometimes science) of Records Management.

5/6/99, Penn State PA

Instructor(s): John Paul Deley, Federal Trade Commission;

Description: This workshop will focus on the fundamentals of the profession with an emphasis on the 'big picture' implications of ephemeral trends and passing fancies.

Contact: Tom Rosko. Phone: 609-393-2772. Email: tom.rosko@nyu.edu

Bringing Home the Bacon: Strategies and Sources for Funding the Archives.

11/11/99, Hauppauge NY

Instructor(s): Ben Primer, Princeton University Archivist;

Description: This workshop will focus on developing a comprehensive program to underwrite the archival activities of any institution. The leader will advocate the holistic approach to archival support enunciated by Elsie Freeman Finch in *Advocating Archives*: "Use is our reason for being. And, if archives are properly explained and made reasonably accessible, they will be used and likely be funded." Among the topics to be covered: putting your house in order as a first step; dealing with resource allocators; building alliances within your organization; developing relationships with private donors, foundations and grants-giving agencies; dealing with the media and other public relations aspects of funding; creating potential marketing strategies; considering microform sales and the delicate matter of selling gifts. The instructor of this workshop took over a sleepy archival operation in 1990, more than doubled its staffing, reshaped the library's image on campus and beyond, and raised over \$1 million from a wide variety of sources.

Contact: Tom Rosko. Phone: 609-393-2772. Email: tom.rosko@nyu.edu

Mid-Atlantic Regional Archives Conference (MARAC), cont.

Converting to Encoded Archival Description (EAD): Scenarios and Options.

11/11/99, Hauppauge NY

Instructor(s): Tim Young, Yale University;

Description: This workshop will provide an overview of methods for converting legacy data to - and authoring directly in - EAD. Topics covered include: Assessing finding aids for conversion; various methods of conversion (from legacy printed, legacy online/databases, native EAD creation, and conversionservices); and the extra pieces needed to make an EAD system work.

Contact: Tom Rosko. Phone: 609-393-2772. Email: tom.rosko@nyu.edu

Converting to Encoded Archival Description: Scenarios and Options.

5/6/99, Penn State PA

Instructor(s): Tim Young, Yale University;

Description: This workshop will discuss the various methods available for conversion to EAD.

Contact: Tom Rosko. Phone: 609-393-2772. Email: tom.rosko@nyu.edu

Database Design Basics: for Archivists, by an Archivist.

5/17/00, New Brunswick NJ

Instructor(s): Meg Phillips, American College of Physicians-American Society of Internal Medicine;

Description: This workshop will introduce the concepts and principles of relational database design to archivists with little or no experience building databases. Participants will leave the workshop able to: 1. Visualize what's going on behind the scenes of the databases they already use; 2. Talk more knowledgeably to database professionals and vendors; 3. Build a simple, useful database for collecting and analyzing reference statistics. The workshop will cover tables, relationships, and queries, with a focus on mapping information into the correct database structure. The workshop will emphasize the pencil-and-paper design work that ensures that a database is useful and reliable. Participants will also see a demonstration of how to build a reference statistics database in Microsoft Access. The design principles learned in the workshop, however, are the foundation for building a database in any software program.

Contact: Tom Rosko. Phone: 609-393-2772. Email: tom.rosko@nyu.edu

Introduction to Archival Processing.

5/17/00, New Brunswick NJ

Instructor(s): Marty Levitt, American Philosophical Society;

Description: This is a basic workshop focusing on the steps necessary to prepare unprocessed archival and manuscript collections for use. The workshop will review the concept of appraisal (selection of documents for permanent retention), and suggest some techniques for archivists to make routine appraisal decisions. However, much of the workshop will be devoted to arrangement and description, and suggest various methods and strategies for providing adequate access to collections. The teaching style is interactive and will feature many examples of real situations, where attendees can employ new techniques and concepts immediately. This workshop is appropriate for those with little or no processing experience.

Contact: Tom Rosko. Phone: 609-393-2772. Email: tom.rosko@nyu.edu

Move-Related Preservation Issues.

5/6/99, Penn State PA

Instructor(s): Sue Kellerman, Penn State University;

Description: This workshop will focus on preservation issues and concerns associated with building construction and related collection moves. A variety of formats will be covered.

Contact: Tom Rosko. Phone: 609-393-2772. Email: tom.rosko@nyu.edu

Mid-Atlantic Regional Archives Conference (MARAC), cont.

The Nuts and Bolts of Writing a Successful Grant Proposal.

11/11/99, Hauppauge NY

Instructor(s): Dan Stokes, NHPRC;

Description: This workshop will focus on the primary elements which make up a successful grant proposal. Participants will learn how to develop a grant proposal to meet the specific requirements of a variety of private and public funding sources, "fine tune" proposals in order to make a good first impression, and develop cooperative projects which may improve an institution's chances of receiving funding. Ample opportunity will be available for sharing ideas for potential grant proposals and determining how these ideas might best be presented through a grant proposal.

Contact: Tom Rosko. Phone: 609-393-2772. Email: tom.rosko@nyu.edu

Preservation in Real Time: Now that I've Studied It, What Do I Do with It?.

5/17/00, New Brunswick NJ

Instructor(s): Walter Cybulski, National Library of Medicine;

Description: Putting preservation knowledge into practice can be as much of a learning experience as acquiring the knowledge in the first place. This workshop explores how some of the concepts discussed in the classroom (e.g. "environmental monitoring" or "selection for preservation") might be experienced in the day-to-day life of an archive or library.

Contact: Tom Rosko. Phone: 609-393-2772. Email: tom.rosko@nyu.edu

Preserving Photographs in the Digital World (Basic).

5/6/99, Penn State PA

Instructor(s): Franziska Frey, Image Permanence Institute, R.I.T.;

Description: Introduction to digital imaging and new electronics media.

Contact: Tom Rosko. Phone: 609-393-2772. Email: tom.rosko@nyu.edu

Preserving Photographs in the Digital World (Advanced).

5/6/99, Penn State PA

Instructor(s): Franziska Frey, Image Permanence Institute, R.I.T.;

Description: Introduction to digital imaging and new electronics media.

Contact: Tom Rosko. Phone: 609-393-2772. Email: tom.rosko@nyu.edu

Records Management for Archivists.

11/11/99, Hauppauge NY

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

Description: This workshop is designed to provide an overview and introduction to Records Management for Archivists. Concepts such as life-cycle management, the relationship of retention scheduling to appraisal, inactive records management, and managing active records will be discussed.

Contact: Tom Rosko. Phone: 609-393-2772. Email: tom.rosko@nyu.edu

Screening Records, a Practical Approach.

5/17/00, New Brunswick NJ

Instructor(s): Mary Ronan, NARA;

Description: This workshop will introduce the concepts, principles, and practices of screening records to archivists with little or no experience in the process. Participants will discuss the generally applied restrictions placed on records and then using a set of practice documents will work in groups to apply those principles to records. Those registered for the workshop will receive class material one week before the workshop and will be expected to be familiar with the documents before the workshop begins.

Contact: Tom Rosko. Phone: 609-393-1076. Email: tom.rosko@nyu.edu

Mid-Atlantic Regional Archives Conference (MARAC), cont.

Web Design for Archivists

5/17/00, New Brunswick NJ

Instructor(s): Sheryl Griffith, NARA;

Description: This workshop will introduce principles of web design for archivists interested in building or improving a web site. Participants will learn techniques for: 1. Appropriate writing style for websites; 2. Intuitive navigation; 3. Universal accessibility. The workshop will include a discussion of how to establish design requirements, how to design for easy maintenance, how to test for usability, and how to make the site visible to search engines. In small groups, participants will get first hand experience by undertaking a writing exercise and a brainstorming session to plan the design of an archives web site.

Contact: Tom Rosko. Phone: 609-393-2772. Email: tom.rosko@nyu.edu

Mid-Atlantic Regional Archives Conference, DC Caucus

Scanning Workshop.

2/16/00-, College Park MD

Instructor(s): Steve Puglia, National Archives and Records Administration

Description: This primer on scanning will discuss digital imaging technology; considerations for reformatting archival records; and a technical overview of the National Archives Electronic Access Project.

Contact: Susan McElrath. Phone: (202) 786-2513 Email: mcelrath.susan@nmlh.si.edu

Midwest Archives Conference

Archival Cataloging as a Component of Description (developed by the Society of American Archivists)

5/2/00, Chicago IL

Instructor(s): Melissa Delbridge, Duke University; Lynn Holdzkom, University of North Carolina

Description: *See description under **Society of American Archivists**.*

Contact: Reneta Webb. Phone: 312-922-0140. Email: rwebb@archivists.org

Basic Electronic Records (developed by Society of American Archivists)

5/12/99, Chicago, IL Illinois

Instructor(s): Tom Ruller

Description: *See description under **Society of American Archivists**.*

Contact: . Phone: . Email:

Digital Imaging Technology.(developed by the Society of American Archivists)

10/13/99, Omaha NE (with the Ford Center, Omaha)

Instructor(s): Beth Davis-Brown, LC-National Digital Library; Jill Koelling, Nebraska State Historical Society

Description: *See description under **Society of American Archivists**.*

Contact: . Phone: . Email:

Midwest Archives Conference, cont.

Effective Archival Web Site Design.

10/14/99-10/14/99, Lincoln NE

Instructor(s): Mark Vargas, Nash Library, University of Science & Arts of Oklahoma

Description: The proper design of a web site is critical to its success. This workshop explores the development of site specific goals; methods of design and implementation; design for disabled users; placement of search engines; and site review and evaluation. The workshop does not provide training in basic HTML.

Contact: Mark Vargas. Phone: (405) 574-1262 or Greg Kinney. Phone: 734-764-3482 Email: gkinney@umich.edu

Fundamentals Arrangement and Description.

10/20/00-, Cleveland OH

5/14/99-, Chicago OH

Instructor(s): Mark Vargas,

Description: The primary goal of this workshop is to enable participants to identify, understand, and implement issues and solutions in arrangement and description. By the end of the workshop, participants should understand and be able to implement the basic concepts and procedures for physical and intellectual arrangement of records; learn why description needs to be uniform and efficient for use in finding aids, catalogs, guides and websites; and evaluate existing arrangement and description systems in their own repositories to determine if changes should be made. The workshop is intended for early to mid-career archivists and institutional administrators who are interested in implementing or improving their arrangement and description system.

Contact: Greg Kinney. Phone: 734-764-3482 Email: gkinney@umich.edu

Fundamentals of Appraisal and Acquisition.

5/13/99-, Chicago IL

Instructor(s): Mark Greene, Minnesota Historical Society

Description: Appraisal has been called "the most significant archival function." This workshop will introduce the goals, theories, and terminology of modern archival appraisal, discuss appraisal practices, and provide an exercise to illustrate the application of theory and practice. Acquisition is a component of appraisal, but has its own practices and procedures— as well as ethics— to which participants will also be introduced. The instructor will draw on his experience in both a large collecting repository and a one-person institutional archives. A reading packet of ten articles from several archival publications will be mailed in advance to participants and will cover essential background to the lecture and discussion. Though intended for beginners, this workshop is meant to be intensive and rigorous.

Contact: Greg Kinney. Phone: 734-764-3482 Email: gkinney@umich.edu

Midwest Archives Conference, cont.

Fundamentals of Arrangement and Description.

10/14/99-10/14/99, Lincoln NE

5/14/99-5/14/99, Chicago IL

Instructor(s): Mark Vargas,

Description: The Primary goal of this workshop is to enable participants to identify, understand, and implement issues and solutions in arrangement and description. By the end of the workshop, participants should understand and be able to implement the basic concepts and procedures for physical and intellectual arrangement of records; learn why description needs to be uniform and efficient for use in finding aids, catalogs, guides and websites; and evaluate existing arrangement and description systems in their own repositories to determine if changes should be made. The workshop is intended for early to mid-career archivists and institutional administrators who are interested in implementing or improving their arrangement and description system..

Contact: Greg Kinney. Phone: 734-764-3482 Email: gkinney@umich.edu

Fundamentals of Collection Development.

10/15/00-, Cleveland OH

5/3/00-, Chicago IL

5/12/99-, Chicago IL

Instructor(s): Richard Pifer, State Historical Society of Wisconsin

Description: This workshop is a logical companion to the MAC Appraisal Workshop. Using a combination of lecture and exercises, the workshop provides an introduction to basic elements of collections development: writing collecting policies, strategies for applying collecting policies, locating and working with donors, differences between manuscripts acquisitions and institutional archives, ethics of collecting, and legal issues..

Contact: Greg Kinney. Phone: 734-764-3482 Email: gkinney@umich.edu

Fundamentals of Preservation Management.

10/21/00-10/21/00, Cleveland OH

5/15/99-, Chicago IL

Instructor(s): Miriam Kahn, MBK Consultingte University

Description: This workshop will instruct archivists on how to integrate preservation management considerations into many aspects of archival management. Attendees will learn about assessing the preservation needs of their archives and how to devise preservation programs that reduce collection deterioration. Included will be an overview of several elements of preservation management, such as: environment monitoring and control; facility reviews; storage and conditions surveys; handling use by archival staff and patrons; and disaster preparedness and response. The workshop consists of exercises, case studies, group participation, and lectures. There is a pre-conference reading package..

Contact: Greg Kinney. Phone: 734-764-3482 Email: gkinney@umich.edu

Midwest Archives Conference, cont.

Fundamentals of Reference.

10/20/00-, Cleveland OH

10/14/99-, Lincoln NE

5/14/99-, Chicago IL

Instructor(s): Tanya Zanisch, Iowa State University

Description: This workshop will provide an overview of the major areas of reference service, including guidelines for access, working with researchers, reference room policies, care and handling of materials, and use of finding aids and electronic reference resources such as OCLC, RLIN, and the World Wide Web. Other aspects of reference will be surveyed including security issues in the reference room, ethical and legal considerations, and copyright law. Participants will receive a pre-conference reading packet. Participants will complete exercises and case studies during the workshop..

Contact: Greg Kinney. Phone: 734-764-3482 Email: gkinney@umich.edu

Genealogy and Local History Research Methods for Archivists.

5/4/00-5/4/00, Chicago IL

Instructor(s): Miriam Kahn, MBK Consulting

Description: With the increase in popularity of genealogy and local history, many of us are unprepared to work with the unique tools and documents. This workshop is designed to help archivists and librarians 1) access the information and navigate indexes 2) interpret the documents retrieved by the indexes 3) refer patrons to the next resource or facility. In this brief workshop we will work with soundex and census records; vital records and military records; federal land records and other local history resources..

Contact: Miriam Kahn. Phone: 614-239-8977 Email: mbkcons@netexp.net

Genealogy for Archivists.

5/3/99-, Chicago IL

Instructor(s): Miriam Kahn, MBK Consulting

Description: With the increase in popularity of genealogy and local history, many archivists are unprepared to work with the topics unique tools and documents. This workshop is designed to help archivists and librarians 1) access the information and navigate indexes 2) interpret the documents retrieved by the indexes 3) refer patrons to the next resource or facility. In this brief workshop we will work with soundex and census records; vital records and military records; federal land records and other local history resources..

Contact: Miriam Kahn. Phone: 614-239-5568 Email: mbkcons@netexp.net

Introduction to General Management Expectations.

5/4/00-5/4/00, Chicago IL

Instructor(s): Ted Ketchum, Mission Hills Country Club

Description: This workshop is designed to introduce General Management concepts to those people newly appointed to a position of managing other employees, or as a reinforcement of proven management skills to those managers already in the field. The seminar will cover planning and direction skills required for the successful attainment of business goals in terms of business performance and co-worker satisfaction. Some of the topics covered will be the identification of organizational values and beliefs, getting the commitment of your co-workers to the beliefs and values and relating them to the service provided to your patrons or customers..

Contact: Greg Kinney. Phone: 634-764-3482 Email: gkinney@umich.edu

Midwest Archives Conference, cont.

Introduction to Preventative Conservation.

10/14/99-10/14/99, Lincoln NE

Instructor(s): Ronna Rivers, Gerald R. Ford Conservation Center

Description: This workshop explores such topics as the physical makeup of archival material, the way they deteriorate, environment and environmental monitoring, handling, storage and housing, exhibition and use, integrated pest management, and emergency preparedness..

Contact: Ronna Rivers. Phone: (402) 595-1180

Oral History.

10/13/99-10/13/99, Lincoln NE (with the Oral History Association)

Instructor(s): Barbara Sommer, BWS Associates

Mary Kay Quinlan, Oral History Association

Description: The workshop introduces participants to all aspects of oral history, including what oral history is and is not, ethical standards in the practice of oral history, organizing and carrying out a project, recordkeeping, donor forms, equipment recommendations, and care of material produced by an oral history project..

Contact: Mary Kay Quinlan. Phone: (402)420-1473

New England Archivists

Encoded Archival Description (EAD). (developed by the Society of American Archivists)

11/4/99, Durham NH

Instructor(s): Kris Kiesling, University of Texas at Austin; Michael Fox, Minnesota State Historical Society

Description: *See description under **Society of American Archivists.***

Contact: Reneta Webb. Phone: 312-922-0140. Email: rwebb@archivists.org

Oral History: From Planning to Preservation. (developed by the Society of American Archivists)

4/9/99, Lowell MA

Instructor(s): Fred Calabretta, Mystic Seaport Museum;

Description: *See description under **Society of American Archivists.***

Contact: Reneta Webb. Phone: 312-922-0140. Email: rwebb@archivists.org

Preservation Planning; Surveying, Selection & Holdings Maintenance. (developed by the Society of American Archivists)

4/28/00, Lowell MA

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

Description: *See description under **Society of American Archivists.***

Contact: Reneta Webb. Phone: 312-922-0140. Email: rwebb@archivists.org

Arrangement and Description workshop.

4/28/00-4/28/00, Lowell MA

Instructor(s): Bruce Stark, New England Archivists

Description: Workshop detailing policies and procedures for arranging and describing archival records.

Contact: Maureen Melton. Phone: 617-369-3378 Email: mmelton@mfa.org

New England Archivists, cont.

Caring for Historical Records.

11/5/99-11/5/99, Durham NH

Instructor(s): Polly Darnell, New England Archivists

Description: Overview of archival policies, procedures, organization, management.

Contact: Maureen Melton. Phone: 617-369-3378 Email: mmelton@mfa.org

Finding Aid Content in a Virtual World.

11/6/99-11/6/99, Durham NH

Instructor(s): Kate Bowers, New England Archivists

Description: Examination of issues involved in creating online access to finding aids.

Contact: Maureen Melton. Phone: 617-369-3378 Email: mmelton@mfa.org

Oral History: From Planning to Preservation. (developed by the Society of American Archivists)

4/9/99, Lowell, MA Massachusetts

Instructor(s): Fred Calabretta

Description: *See description under **Society of American Archivists.***

Contact: Reneta Webb. Phone: 312-922-0140. Email: rwebb@archivists.org

Reference and Access workshop.

4/9/99-4/9/99, Lowell MA

Instructor(s): Jennifer Tolpa, New England Archivist

Description: Full day workshop geared for non-professional on the topic of providing access and reference service for archival materials.

Contact: Maureen Melton. Phone: 617-369-3378 Email: mmelton@mfa.org

Northwest Archivists, Inc.

Archival Acquisitions and Appraisal.

5/20/99-5/20/99, Missoula MT

Instructor(s): Mark Greene, Minnesota Historical Society

Description: Appraisal has been called "the most significant archival function." This workshop will introduce the goals, theories, and terminology of modern archival appraisal, discuss appraisal practices, and provide an exercise to illustrate the application of theory and practice. Acquisition is a component of appraisal, but has its own practices and procedures--as well as ethics--to which participants also will be introduced..

Contact: Mark Greene. Phone: 612-296-2620 Email: mark.greene@mnhs.org

Encoded Archival Description (EAD). (developed by the Society of American Archivists)

5/3/00, Bellingham WA

Instructor(s): Kris Kiesling, University of Texas at Austin; Michael Fox, Minnesota State Historical Society

Description: *See description under **Society of American Archivists.***

Contact: Reneta Webb. Phone: 312-922-0140. Email: rwebb@archivists.org

Northwest Archivists, Inc., cont.

Holding the Line: The Basics of Conservation.

5/14/98-5/14/98, Portland OR

Instructor(s): Elizabeth Chambers, Portland Art Museum

Description: Basic instruction on conservation techniques to restore damaged or fragile paper and photographic materials. Evaluating and determining pertinent conservation behaviors will be addressed, including paper repair, encapsulation, deacidification, cleaning, and storage. Includes hands-on experience..

Contact: Elizabeth Chambers. Phone: 503-226-2811 Email: info@pam.org

Managing Web Services.

5/15/98-5/15/97, Spokane WA

Instructor(s): Daniel Cantrall, Oregon State Archives

Description: Web services are fast becoming the most important outreach tool for many archival organizations. This workshop provides a comprehensive, up-to-date overview of tools, techniques, strategies, and options available to create or improve a web site. The focus of the workshop is on providing practical, usable information for typical archival implementations..

Contact: Dan Cantrall. Phone: 503-373-0701, ext. 247 Email: danc@archive2.sos.state.or.us

Oral History in Museum Exhibits.

5/4/00-5/4/00, Bellingham WA (with the Northwest Oral History Association)

Instructor(s): Lorraine McConnaghy, Museum of History and Industry

Ron Chew, Wing Luke Museum

Description: This workshop will instruct on choosing the interviews, developing and designing exhibits, and implementing them in a museum setting. Attendees should possess basic knowledge of oral history and an interest in applying oral histories to museum exhibits..

Contact: Jodie Foley. Phone: 406-444-6779 Email: archives@state.mt.us

Records Management 101.

5/4/00-5/4/00, Bellingham WA

Instructor(s): Candace Lein-Hayes, NARA--Seattle

Description: This workshop is designed to provide an overview and introduction to records management for archivists. Focus of instruction will be designing a records retention program, implementing a records inventory, and basic records management terminology..

Contact: Candace D. Lein-Hayes. Phone: 206-526-6501 Email: candace.leinhayes@seattle.nara.gov

Society of California Archivists

Basic Electronic Records.(developed by the Society of American Archivists)

4/13/00-4/13/00, Ontario CA

Instructor(s): Tom Ruller, NY State Archives & Records Administration

Description: *See description under **Society of American Archivists.***

Contact: Reneta Webb. Phone: 312-922-0140. Email: rwebb@archivists.org and Jennifer L. Martinez. Phone: 626-405-2212 Email: jmartinez@huntington.org

Society of California Archivists, cont.

Introduction to Preservation Issues and Practices.

4/29/99-4/29/99, San Francisco CA

Instructor(s): Tom Claeson, AMIGOS

Description: This workshop provided participants with information on how materials deteriorate and what can be done to limit the process. Workshop participants learned the principles of preservation and how to incorporate preservation practices into their institutions. Topic included: causes & effects of deterioration of library & archival materials, care and handling concerns, storage issues, furniture and supplies, preservation planning, staff and patron awareness & education, regional resources, and preservation suppliers..

Contact: Jennifer L. Martinez. Phone: 626-4-52212 Email: jmartinez@huntington.org

Out of the Box: Enterprise and Archival Exhibits.

11/12/99-11/12/99, San Marino CA

Instructor(s): Mary Robertson, The Huntington Library

Gloria Freel, Corona Public Library

Description: This workshop brought together speakers from a variety of institutions who shared their experiences and insights on creating exhibits. In addition to discussing design, planning, and selection of materials, they also discussed security and preservation issues, online exhibits, training docents, and the inclusion and use of artifacts. Other topics such as public and educational programming, living history demonstrations, advertising, and publications were also discussed..

<http://www.slac.stanford.edu/~lohara/fall99south.html>

Contact: Jennifer L. Martinez. Phone: 626-405-2212 Email: jmartinez@huntington.org

Volunteers: Can't Live Without Them.

11/12/99, San Jose CA

Instructor(s): Paula Jabloner, History Museums of San Jose; Anne Malley, California Academy of Science; Steve Mandeville-Gamble, Stanford U; Jean Marie De

Description: Do you have that volunteer from heaven who will do whatever is needed or the one from hell who is easily bored and creates his own rules? How do we tap the resources volunteers can provide? Come hear some speakers who have succeeded at drawing upon this "free labor." We will learn about recruiting, selecting, training, and maintaining volunteers. We will hear about and work through some problems and solutions of our own. Then return to your home institution and effectively use these additions to your staff.

Contact: Laura O'Hara. Phone: (650)926-8584. Email: lohara@slac.stanford.edu

Society of California Archivists and the California State Archives (co-sponsors)

Western Archives Institute.

7/23/00-8/4/00, Redlands CA

7/25/99-8/6/99, Palo Alto CA

Instructor(s): Helen R. Tibbo, Univ. of North Carolina at Chapel Hill (2000)

Instructor(s): Frank G. Burke, Univ. of Maryland (1999)

Description: The Western Archives Institute provides integrated instruction in basic archival practices to individuals whose jobs require fundamental understanding of archival skills, but who have little or no previous archives education, to those who have expanding responsibility for archival materials, and to those who are practicing archivists who have not received formal instruction..

[http://dlis.gseis.ucla.edu/society of california archivists/](http://dlis.gseis.ucla.edu/society%20of%20california%20archivists/)

Contact: Nancy Zimmelman. Phone: 916/653-7715 Email: ArchivesWeb@ss.ca.gov

Society of Florida Archivists

Legislative Advocacy Workshop.

5/3/00-5/3/00, Tampa FL

Instructor(s): , Florida League of Cities

Contact: Gerard Clark. Phone: 850-487-2073 Email: gclark@mail.dos.state.fl.us

Preservation Workshop.

5/4/00-5/5/00, Tampa FL

Instructor(s): , NEDCC

Description: Basic Preservation/Conservation.

Contact: Gerard Clark. Phone: 850-487-2073 Email: gclark@mail.dos.state.fl.us

Providing Reference Service for Geneologists.

5/6/99-5/6/99, Winter Park FL

Instructor(s): Pam Hall, Florida State Geneological Society

Linda Kleback, Florida State Geneological Society

<http://mailer.fsu.edu/~baltman/sfa.html>

Contact: Gerard Clark. Phone: 850-487-2073 Email: gclark@mail.dos.state.fl.us

Society of Georgia Archivists

Administration of Sound Recordings in an Archives.

11/8/00-11/8/00, Milledgeville GA

Instructor(s): Christopher Paton, GA State Univ.

Description: This course will present the history of recording formats; types of recorded media and technology used, from cylinder recordings through audiotape; aging and deterioration characteristics of each medium; methods for extending the life of non-archival formats, including proper storage and handling of the materials; and the types of equipment required for staff and patron use of audiovisual recordings. Sound recordings are among the most challenging formats found in twentieth century archival collections, these recordings contain irreplaceable information, yet are inherently unstable formats..

www.soga.org

Contact: Pam Hackbart-Dean. Phone: 706/542-0627 Email: pdean@arches.uga.edu

Archival Cataloging as a Component of Description. (developed by the Society of American Archivists

4/6/00, Atlanta GA

Instructor(s): Melissa Delbridge, Duke University; Lynn Holdzkom, University of North Carolina

Description: *See description under **Society of American Archivists.***

Contact: Reneta Webb. Phone: 312-922-0140. Email: rwebb@archivists.org

Arrangement and Description of Archival Records.

3/12/99, Tifton GA (with the Georgia Historical Records Advisory Board)

9/17/99, Rome GA

10/26/99, Atlanta GA

Instructor(s): Ellen Garrison, University of Alabama;

Description: The workshop described the relationship between library, archival and museum materials and practices; explain concepts and principles of arrangement derived from the nature of archival records; provided experience in arranging various types of archival collections; examined the components of effective archival description; evaluated sample archival descriptions; and developed analytical and decision-making skills needed to manage a program of archival arrangement and description. Contact: Anne P. Smith. Phone: 404-657-4530. Email: ASmith@sos.state.ga.us

Society of Georgia Archivists, cont.

Managing an Oral History Project.

11/8/00-11/8/00, Athens GA

Instructor(s): William Marshall, Univ. of KY

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..

www.soga.org

Contact: Joan Clemons. Phone: 404/727-1222 Email: jscleme@emory.edu

Managing the Records of Museums: An Introduction to Museum Archives.

1/3/99-2/3/99, Atlanta GA

Instructor(s): Maygene Daniels, National Gallery of Art

Description: The workshop provides a basic introduction to museum archives for institutions considering establishing an archival program, or for museum professionals with responsibility for information or records systems or for the care of historical documents in a museum. The workshop will explore concepts through a lively mix of presentation, classroom exercise, and discussion..

Contact: Pam Hackbart-Dean. Phone: 706/542-0627 Email: pdean@arches.uga.edu

Photographic media (cataloging and preservation).

Contact: Sarah Foss. Phone: 843/722-2996 ext 243 Email: librarch@bellsouth.net

Preservation Planning for Archives.

5/17/00, Macon GA (with SOLINET)

Instructor(s): Pam Hackbart-Dean, Univ. of GA;

Description: Surveying, selecting and holdings maintenance, fundamental preservation procedures often incorporated into arrangement and description duties, are acknowledged as essential components of archives preservation management. These exemplify a practical approach to preserving materials housed in repositories, which can create a dominant impact on an institution, regardless of its size or scope. The emphasis will be on stabilizing archival records, in order to extend their life, by determining the preservation needs of the institution, by developing a systematic methodology for preservation priorities, and by improving the housing and storage materials and practices.

Contact: Tina Mason. Phone: 800/999-8558. Email: tina_mason@solinet.net

What History Looked Like: Collecting and Preserving Historical Photographs.

10/27/99-10/27/99, Atlanta GA

9/18/99-9/18/99, Rome GA

3/13/99-3/13/99, Tifton GA

Instructor(s): Elain Owens, Mississippi Dept of Archives and History

Description: Provides a basic working knowledge of the collection, care, and management of photographic collections including black and white prints and negatives, color slides, and color prints; furnishes additional information sources for continued education; and offers practical solutions to the every day problems of conserving and providing access to photographic collections..

Contact: Pam Hackbart-Dean. Phone: 706-542-0627

Society of Ohio Archivists

Copyright Laws for Archives & Libraries.

10/16/99-, Dayton OH

Instructor(s): Kenneth Crews, Director of Copyright Management Center, Indiana University School of Law, Indianapolis

Robert A. Kreiss, University of Dayton School of Law, Director of the Program in Law and Technology

Contact: Kerrie A. Moore. Phone: (937) 229-4267 Email: moore@data.lib.udayton.edu

Society of Southwest Archivists

Administration of Photographic Collections. (developed by the Society of American Archivists)

2/4/00, Santa Fe NM

Instructor(s): Laurie Baty, Department of Interior/Branch of Museum Services; Richard Pearle-Moses, Arizona Cultural Inventory Project

Description: *See description under **Society of American Archivists.***

Contact: Reneta Webb. Phone: 312-922-0140. Email: rwebb@archivists.org

Archives in Cyberspace: Using the Internet to Improve the Business of Archives.

5/26/99, University of Texas/Austin Texas (with the Society of American Archivists)

Instructor(s): Dan Linke

Description: Participants will learn techniques for identifying customers for network service delivery, preparing materials for online dissemination, and requirements for managing, operating, and maintaining quality Internet services. The workshop assumes a basic knowledge of the Internet and Internet-based applications

Managing Change in an Archives Environment

5/28/99-, Austin TX

Instructor(s): Michael Kurtz, National Archives and Records Administration

Description: Participants explored models for change-oriented leadership. Areas of discussion focused on the roles and responsibilities of leadership, decision-making and leadership, and issues unique to leading cultural institutions. Workshop participants also examined leading change in cultural institutions along four parallel tracks: social processes and culture; management skills and tools; team training and building; and strategy, plans, processes, and structure..

Society of Tennessee Archivists

Workshop for County Archivists

11/3/99-11/3/99, Henry Horton State Park Conf. Center TN (with the Tennessee State Library and Archives)

Instructor(s): William Moss, Tennessee State Library and Archives

Wayne Moore, Tennessee State Library and Archives

Description: Intro to basic archival principles and practices; cooperation between county officials and archives; role and functions of county public records commission; problems of the survival of evidential integrity in the electronic environment; introduction to and application of county records disposition guidelines; etc..

Contact: William W. Moss. Phone: (615) 741-2561 Email: willmoss@mail.state.tn.us

South Carolina Archival Association

Workshops (3)

10/29/99-10/29/99, Columbia SC (with the SC State Historical Records Advisory Board)

Instructor(s): Stephen Miller, Duke University

Beth Bilderback, Univ. So. Carolina

Description: Three workshops, 10am-3:00pm, followed by an association business meeting..

<http://www.state.sc.us/scdah/scaa.htm>

Contact: Roy H. Tryon. Phone: (803) 896-6120 Email: tryon@scdah.state.sc.us