

ASSOCIATIONS SERVING OTHER PROFESSIONS

American Association for State and Local History

Management of History Organizations.

6/22/00-6/24/00, Seattle WA

Instructor(s): Harold Skramstad, Museum Management and Planning Consultants

Susan Skramstad, Museum Management and Planning Consultants

Description: The fundamentals and current issues in history organization management for first-time directors or administrators without previous training..

<http://www.aaslh.org>

Contact: Lauren Batte. Phone: 615-320-3203 Email: batte@aaslh.org

American Association of Museums

Collections Enriched: Planning, funding, and Managing Special Collections.

4/25/99-4/25/99, Cleveland OH

Instructor(s): Randolph Black, Montclair Art Museum

Melinda Linderer, SPINEA

Description: session discussed techniques and agencies that can help with tasks related to collections including objects on paper..

Contact: Randolph Black. Phone: n/a

Current Issues in Intellectual Property Seminar.

1/27/00-1/29/00, Philadelphia PA

Description: This is an interdisciplinary program that addresses current issues in intellectual property. This year's program focused on the digital environment..

www.aam-us.org

Contact: Elizabeth Eder. Phone: 202-289-1818 Email: seminars@aam-us.org

Current Issues in Museum Management Seminar Essentials.

11/12/99-11/14/99, Phoenix AZ

Description: Keep current on issues impacting your work, such as compensation and recruitment strategies in the 21st century, financial modeling, Y2K issues, accounting reporting updates, and the latest in medical benefits. This seminar consists of two separate tracks in human resources and finance. You can choose to participate in one or both..

<http://www.aam-us.org/profed.htm>

Survival Skills for CEOs: Governance.

2/11/00-2/12/00, Jekyll Island GA

Description: This workshop will take an intensive look at the personal skills and empowerment tools needed to succeed as a CEO. Learn to nurture a high functioning board, design a process that provides a fair evaluation of your performance, and keep the focus on strategy and results. Recommended for CEOs with less than 5 years experience and from museums with budgets less than \$1 million..

<http://www.aam-us.org/profed.htm>

American Association of Museums; cosponsors are Smithsonian Institution and the American Law Institute-American Bar Association

Legal Problems in Museum Administration.

3/30/00-4/1/00, Boston MA

<http://www.ali-aba.org>

Contact: Alex Hart. Phone: 213-243-1630 Email: ahart@ali-aba.org

**American Library Association, Association of College and Research Libraries,
Rare Book and Manuscript Section**

2000 RBMS Preconference, "Beyond Words: Visual Information in Special Collections".

7/5/00-7/7/00, Chicago IL

Description: Entitled "Beyond Words: Visual Information in Special Collections," the preconference will focus on some of the myriad forms of visual information found in our collections. In a series of plenary session dialogues, scholars and librarians will explore scholarly trends in visual studies and discuss the challenges and opportunities offered by proliferating electronic tools and formats. Detailed information will be available shortly on the web and later this spring in the preconference brochure, which will be mailed in early March..

<http://www.princeton.edu/~ferguson/rbms.html>

Contact: Elaine Smyth. Phone: 225-388-6547; fax 225/334-1695 Email: esmyth@lsu.edu

Collecting the Web: Issues of Collection Development, Preservation and Access

7/6/00-7/6/00, Chicago IL

Instructor(s): Stephen Ferguson, Princeton University

Rebecca Schulte, University of Kansas

Description: A project to collect targeted web sites and make them available to researchers is currently underway at the University of Kansas. The web sites of American right and left wing political groups are being collected for inclusion in the Wilcox Collection of Contemporary Political Movements. Speakers will describe the work being done to capture and provide access to these web sites, and address cataloging issues as they relate to electronic resources..

Contact: Mary Lacy. Phone: 202-707-8799 Email: mlac@loc.gov

Educating Special Collections Professionals: From Programs to Practice.

7/7/00-7/7/00, Chicago IL

Instructor(s): Michele Cloonan, UCLA

Louise Robbins, U. Wisconsin-Madison

Description: Online exhibitions are an ideal way of publicizing the research potential of special collections materials and the varied holdings of libraries, archives, and manuscript repositories for a worldwide audience. This seminar, featuring a mix of curators and digital projects managers experienced in creating online exhibitions, will address a variety of issues, including the selection of topics and materials for online exhibitions and the best ways to present these materials online; managing grant-funded online exhibitions; creating online exhibitions in-house and with the use of outside contractors; and recommended approaches for planning online counterparts to physically-existing exhibitions. *(add Tom Hickerson, Cornell University, to list of additional instructors in 10. above).

Contact: Mary Lacy. Phone: 202-707-8799 Email: mlac@loc.gov

On With the Show! Creating Effective Web Presentations Using Special Collections Material

7/7/00-7/7/00, Chicago IL

Instructor(s): Diane Shaw, Smithsonian Institution Libraries, Matthew Cook, Chicago Historical Society

Description: Online exhibitions are an ideal way of publicizing the research potential of special collections materials and the varied holdings of libraries, archives, and manuscript repositories for a worldwide audience. This seminar, featuring a mix of curators and digital projects managers experienced in creating online exhibitions, will address a variety of issues, including the selection of topics and materials for online exhibitions and the best ways to present these materials online; managing grant-funded online exhibitions; creating online exhibitions in-house and with the use of outside contractors; and recommended approaches for planning online counterparts to physically-existing exhibitions..

Contact: Mary Lacy. Phone: 202-707-8799 Email: mlac@loc.gov

**American Library Association, Association of College and Research Libraries,
Rare Book and Manuscript Section, cont.**

1999 RBMS Preconference, "Border Crossing: Exploring New Territories for Special Collections".

6/20/99-6/24/99, Montreal, Quebec, Canada

Description: The fortieth RBMS Preconference will explore some of the ways in which the traditional borders of special collections librarianship are being altered at the end of the twentieth century. Particular attention will be given to the convergence of special collections librarianship and digital technology and related issues involving intellectual property rights; to the differences between anglo- and francophone approaches to bibliography; to new developments in special collections public service practices; and to the relationship between special collections librarianship and museum curatorship. The 1999 RBMS Preconference will also feature several workshops and numerous tours of local Montreal sites..

<http://www.princeton.edu/~ferguson/rbms.html>

Contact: Bradley Westbrook. Phone: 619/534-6766; FAX: 619/534-5950 Email: bdwestbrook@ucsd.edu

Documenting Mexico

6/24/99-6/24/99, Montreal, Quebec, Canada

Instructor(s): Roberto Trujillo, Stanford University

Walter Brem, UC Berkeley

Description: Mexico is home to a number of fine press publishers. From small press books of poetry, to historical studies of Mexican printing, to artists' books, many of the presses situated in Mexico produce an outstanding example of modern press work. Ms. Salazar will discuss fine printing in 20th century Mexico with attention to the productions of one press, Ediciones Papeles Privados. Mr. Brem will discuss access projects including the systematic approach of Encoded Archival Description, and the preparation that goes on from the curatorial end in terms of describing and providing access to collections. He will also discuss a number of ongoing bibliographical and filming projects in the US and Mexico. New Mexico State University has for many years been involved in a microfilming project to document the Archdiocese of Durango, a key player in the development of Northern Mexico and the Southwestern United States. Mr. Hoover will discuss this important preservation project, and other more recent projects that NMSU has undertaken in the region..

Contact: Mary Lacy. Phone: (202)707-8799 Email: mlac@loc.gov

Every Picture Tells a Story: Planning and Managing a Digital Library Project

6/21/99-6/21/99, Montreal, Quebec, Canada

Instructor(s): David McKnight, McGill University

Description: This workshop will focus upon planning, executing and managing a digital library project. Attendees will gain an understanding of the steps involved in creating and launching a successful digitization project. The workshop includes a practical hands-on component..

Contact: David McKnight. Phone: (514) 398-1565 Email: mcknight@library.mcgill.ca

Making it Work: Collection Development Policies and Cooperative Efforts

6/24/99-6/24/99, Montreal, Quebec, Canada

Instructor(s): Elaine Smyth, Louisiana State University; Timothy Pyatt, UNC-Chapel Hill

Description: The seminar is intended to give practical "how-to" advice on 1) writing a prescriptive collection development policy for a special collection; and 2) creating and participating in cooperative collection development efforts. Ms. Dooley will provide introductions and a brief overview of the need for and benefits of collection development policies, both cooperative and individual. Ms. Smyth will present a flexible model for writing a collection development policy. Mr. Pyatt will discuss cooperative collection development for special collections. Ms. Dooley will sum up and moderate what we hope will be an active discussion following the presentations..

Contact: Mary Lacy. Phone: (202)707-8799 Email: mlac@loc.gov

**American Library Association, Association of College and Research Libraries,
Rare Book and Manuscript Section, cont.**

Preservation Issues for Librarians and Archivists in the Installation and Exhibition of Books, Documents, and Works of Art on Paper in Display Cases

6/21/99-6/21/99, Montreal, Quebec, Canada

Instructor(s): Marie Trottier, Canadian Centre for Architecture

Karen Potje, CCA

Description: This workshop will focus on basic principles of the design and construction of preservation quality display cases and mounts for the exhibition of books, documents and works of art on paper. Through slide lectures, demonstrations and hands-on sessions, participants will learn safe methods of handling and installing these collection materials..

Contact: Marie Trottier, Canadian Centre for Architecture. Phone: (514) 939-7026

Special Collections in the Museum: Is there a Compromise?.

6/22/99-6/22/99, Montreal, Quebec, Canada

Instructor(s): William Baxter, Smithsonian Institution Libraries

Ronald Brashear, Smithsonian Institution Libraries

Description: Special Collections housed in the museum environment face a number of challenges, especially the need to balance these materials between being objects and containers of information that must be used. Increasingly, books and manuscripts are exposed to conditions in exhibitions that are at odds with how these materials were designed to be used. At the Smithsonian Institution, our rare books were collected to support the research interests of curatorial and research staff. However, in recent years, the Smithsonian Institution Libraries was given an exhibition to serve as a public face for the Libraries to exhibit our collections. A balance must be achieved to protect these fragile materials and make them available to both camps. This seminar addresses this problem. While discussing what to do and how to do it, the presenters will be giving attendees an insight into what problems are faced in the field today and how the Smithsonian Institution is dealing with them..

Contact: Mary Lacy. Phone: (202)707-8799 Email: mlac@loc.gov

**American Library Association, Association of College and Research Libraries,
Rare Book and Manuscript Section, Bibliographic Standards Committee, cont.**

MARC Cataloguing of Ancient, Medieval, Renaissance, and Early-Modern Manuscripts.

7/5/00-, Chicago IL

Instructor(s): Gregory Pass, Vatican Film Library, Pius XII Memorial Library, Saint Louis University

Description: MARC Cataloguing of Ancient, Medieval, Renaissance, and Early-Modern Manuscripts a workshop sponsored by RBMS Bibliographic Standards Committee taught by Gregory A. Pass.

This full-day workshop will provide an introduction to online cataloguing of manuscript materials ranging in date from antiquity, through the Middle Ages, the Renaissance, and generally up into the seventeenth century using the RBMS cataloguing standard Descriptive Cataloging of Ancient, Medieval, Renaissance, and Early-Modern Manuscripts (AMREMM). These rules offer bibliographic control over both literary and historical or archival manuscripts which – owing to their special historical, textual, artistic, or literary value – require more precise and detailed description and access than is provided for such materials in other cataloguing manuals. The workshop is aimed at cataloguers or curators of manuscript collections who wish to create item-level records for their holdings of manuscript fragments, documents, or codices, or microform reproductions of the same within their online public access catalogues or in the national bibliographic utilities. It will introduce participants to the major textual and physical elements of pre-modern Western European Latin and vernacular manuscript codices and documents and address the issues involved in how these features are represented in formal manuscript descriptions. In particular, it will show cataloguers how to interpret a scholarly manuscript description provided either from legacy data (published printed catalogues or handwritten lists) or by a bibliographical specialist and how to apply AMREMM in

translating this information, in at least a summary form, into a MARC record. It will also familiarize participants with the basic research tools and reference sources used for manuscript description. A variety of commonly encountered manuscript formats and genres will be discussed, including fragments, charters, and books of hours. Among the topics covered will be the descriptive bibliography of the manuscript book, deriving and transcribing titles from manuscripts, identifying and recording texts and other physical features, determining appropriate levels of description and added access and genre analysis, authority work, and retrospective conversion.

Minimum requirements for this workshop are at least a working knowledge of Latin, experience in cataloguing or bibliographical description of pre-modern manuscripts or rare books, and knowledge of MARC-21, AACR2 (chps. 1-2, 4) and DCRB or APPM. Paleographical skills are not required, but will prove helpful in deriving full benefit from some of the examples discussed. Enrollment is limited to 20 individuals. Applicants should email a brief résumé of their relevant skills with a statement of their purpose for taking this workshop to Gregory A. Pass, Assistant Librarian, Vatican Film Library, Pius XII Memorial Library, Saint Louis University, at passga@slu.edu.

Gregory Pass holds a Ph.D. in medieval history and is Assistant Librarian and manuscripts cataloguer in the Vatican Film Library at Saint Louis University..

<http://www.princeton.edu/~ferguson/rbms.html> --- NB information may not yet be posted

Contact: Gregory A. Pass. Phone: 314-977-3096 Email: passga@slu.edu

Association of Government Finance Officers

Basic Records Management.

10/26/99-10/26/99, Hilton Head Island SC

Instructor(s): Charles Smith, SC Department of Archives and History

Description: Basic records management for state agencies including the Public Records Act, general and specific retention schedules, and records disposition..

Contact: Richard Harris. Phone: (803) 896-6123 Email: harris@scdah.state.sc.us

Association of Records Managers and Administrators (ARMA), Education Group (Archives, Education Institutions, Educators, US Government Group (federal, state, local), and Government Contractors

Mid-Year Seminar: Innovation in Records Management.

4/4/00-4/5/00, College Park MD

Description: The conference theme is Innovation in Records management and will offer session choices in 24 subject areas. Three tracks will run concurrently and sessions have been designated as Fundamental or Technical.

A sampling of session topics follows: Distance education, Grantwriting, Introduction to Archival Management, Security Issues at the DOE and Records Management, Access to Government Records (panel), Inventorying Electronic Information Systems, Dispositioning a Large Backlog of Records, Auditing the Records Management Function, Meeting Today's RIM Challenges, Integrating Records Management Into Other IT Functions, and Creating Secure Electronic Records. The Government Group will also hold a joint ISG (industry-specific group) session on "Enabling Records management through KM" which will discuss (tested) innovative technology and implementations.

Archives II was recently identified as the world's "...most advanced archival and electronic records storage and preservation facility" and tours will be available. Registration is quite reasonable by conference standards and shuttle transportation will be available from the conference hotel..

www.arma.org

Contact: Paul Bergeron. Phone: Email: prb@CYBERZONE.NET

Association of Records Managers and Administrators, Archives ISG

Archives 101: An Introduction to Archives for Records Managers.

10/18/99-, Cincinnati OH

Instructor(s): Albin Wagner, New Jersey Division of Archives and Records Management

Description: Based on the "Archives Tool Kit for Records and Information Managers," a resource directory especially targeted at those just beginning to work with archival records. It lists reference books, associations (especially those for particular types of media or archives), web sites, and other helpful tools..

Contact: Albin Wagner. Phone: 609-530-3204 Email: awagner@darm.sos.state.nj.us

Association of Records Managers and Administrators (ARMA), Utah-Salt Lake Chapter

Managing Electronic Records in the New Century.

4/5/00-, Salt Lake City UT

Instructor(s): Steven D. Whitaker, CRM, Duke Energy

Description: Electronic information and the RIM profession, retention policies regarding electronic= information, legal and ethical considerations of managing information, managing web pages, software considerations, and imaging..

Contact: Richard Davis. Phone: 801-240-3673 Email: armautahslc@juno.com

Association of Records Managers and Administrators (ARMA), Wyoming Chapter (principal) and the Wyoming State Archives

Digital Signatures and E-Commerce.

2/10/00-2/10/00, Cheyenne WY

Instructor(s): Linda Macintosh, ID Certify, Inc

Description: Full-day of discussion and case studies about digital signatures and electronic commerce. A vendor exhibit included information about microfilming and digitizing records, file systems, and RIM hardware and software..

Contact: Tony Adams, CRM. Phone: 307-777-7826 Email: tadams@state.wy.us

Electronic Records Legal Issues.

2/11/99-2/11/99, Cheyenne WY

Instructor(s): John Montana,

Description: Full-day of discussion and case studies about e-mail issues, electronic records laws, and security and privacy relating to electronic records. A vendor exhibit included information about microfilming and digitizing records, file systems, and RIM hardware and software..

Contact: Tony Adams, CRM. Phone: 307-777-7826 Email: tadams@state.wy.us

California Library Association, Access, Collections, and Technical Services Section, Cataloging Interest Group

Manuscript Cataloging Workshop.

8/13/99-, Irvine CA

Instructor(s): Bradley D. Westbrook, Manuscripts Librarian/University Archivists, U of California, San Diego

Description: This full-day workshop will provide experienced catalogers with information about the cataloging of manuscripts, personal papers, and archival records. Topics to be covered include the foundations of cataloging manuscript and archive collections; data elements for such collections, cataloging rules as formulated in Henson's Archives, Personal papers, and Manuscripts (APPM) manual, construction of parent/child records, and subject analysis problems. The workshop will include ample hands-on exercises..

Contact: Yolanda Blue. Phone: Email: blue@library.ucsb.edu

California Library Association, Access, Collections, and Technical Services Section, Cataloging Interest Group

Manuscript Cataloging Workshop.

8/6/99-, Sacramento CA

Instructor(s): Bradley D. Westbrook, Manuscripts Librarian/University Archivists, U of California, San Diego

Description: This full-day workshop will provide experienced catalogers with information about the cataloging of manuscripts, personal papers, and archival records. Topics to be covered include the foundations of cataloging manuscript and archive collections; data elements for such collections, cataloging rules as formulated in Henson's Archives, Personal papers, and Manuscripts (APPM) manual, construction of parent/child records, and subject analysis problems. The workshop will include ample hands-on exercises..

Contact: Yolanda Blue. Phone: Email: blue@library.ucsb.edu

Clerks of Court and Registers

Basic Records Management.

2/23/99-2/23/99, Columbia SC

Instructor(s): John Mackintosh, SC Department of Archives and History

Description: Basic records management for county government including the Public Records Act, general and specific retention schedules, and records disposition..

Contact: Richard Harris. Phone: (803) 896-6123 Email: harris@scdah.state.sc.us

Clerks of Court and Registers Association

Basic Records Management.

5/11/99-5/11/99, Myrtle Beach SC

Instructor(s): John Mackintosh, SC Department of Archives and History

Description: Basic records management for county government including the Public Records Act, general and specific retention schedules, and records disposition.

Contact: Richard Harris. Phone: (803) 896-6123 Email: harris@scdah.state.sc.us

Colonial Williamsburg Foundation, American Association for State and Local History, American Association of Museums, National Park Service, National Trust for Historic Preservation

Seminar for Historical Administration.

10/28/00-11/18/00, Williamsburg VA

Contact: Peggy McDonald Howells. Phone: 757-220-7211

County Personnel Association

Basic Records Management.

2/12/99-2/12/99, Lexington SC

Instructor(s): John Mackintosh, SC Department of Archives and History

Description: Basic records management for county government including the Public Records Act, general and specific retention schedules, and records disposition..

Contact: Richard Harris. Phone: (803) 896-6123 Email: harris@scdah.state.sc.us

Florida Records Management Association

Annual Seminar.

5/24/99-5/26/99, St. Pete Beach FL

Description: Seminar focused on issues in records management, especially as they relate to managing public records.

<http://frma.org/>

Contact: Buddy Herring. Phone: 850-488-1486 Email: bherring@mail.dos.state.fl.us

Benchmarking Your Records Management Program.

5/27/99-5/27/99, St. Pete Beach FL

Instructor(s): Richard Smith, Patty Jenson

Contact: Buddy Herring. Phone: 850-488-1486 Email: bherring@mail.dos.state.fl.us

Grant Writing 101.

11/15/99-11/15/99, Daytona Beach FL

Instructor(s): Carol Ciokiewicz, CLA SOLUTION

Contact: Buddy Herring. Phone: 850-488-1486 Email: bherring@mail.dos.state.fl.us

Imaging.

5/26/99-5/26/99, St. Pete Beach FL

Instructor(s): William Saffady,

Description: .

Contact: Buddy Herring. Phone: 850-488-1486 Email: bherring@mail.dos.state.fl.us

People Mapping.

11/15/99-11/15/99, Daytona Beach FL

Instructor(s): Pamela Skyrme, Skyrme & Associates

Contact: Buddy Herring. Phone: 850-488-1486 Email: bherring@mail.dos.state.fl.us

Stepping Into the 21st Century.

11/15/99-11/15/99, Daytona Beach IL

Instructor(s): Joann Constantini, Consultant

Description: .

Contact: Buddy Herring. Phone: 850-488-1486 Email: bherring@mail.dos.state.fl.us

Illinois Association of Museums

Show Us the Money: Finding Support for Museums (3 workshops around the state).

4/6/00-4/18/00,

Description: .

Contact: Illinois Association of Museums. Phone: 217-524-7080

Illinois Heritage Association

From Mission to Marking: A Short Course in Collections Management.

4/5/99-, Champaign IL

Description: .

<http://illinoisheritage.prairienet.org>

Contact: Illinois Heritage Association. Phone: 217-359-5600 Email: plmxiha@prairienet.org

Indiana Donors Alliance

The Grant Process.

6/1/99-, Indianapolis IN

Description: How to be a successful grant recipient..

Contact: . Phone: 317-630-5200

International Records Management Trust

Management of Public Sector Records: a study programme.

students will study in situ

Description: At its simplest, the MPSR Training Programme serves as a self-study programme for anyone interested in learning about records and archives management. The modules are organised to allow review and self-assessment by students. If students are following this programme without formal supervision, they may benefit from identifying a mentor within their organisation: someone who can answer questions, discuss study questions and help determine schedules and deadlines for completing modules. The training modules can also be used within a formalised and accredited distance education programme, offered through a university, college, institute or other educational agency. To be used as a distance education programme, the modules would be supplemented with such local materials as examinations, assignments and regionally based case studies, videos or audiotapes. The modules may also be adapted to face-to-face instruction, either as part of a regular university or college course, or through short seminars or training sessions, such as those offered by professional associations. The modules may also be used for in-house training within archival institutions or government or corporate offices.

There are eighteen self-study modules on records and archives issues, organised to address core, advanced and specialist topics. Each of the modules follows the same structure and format, with text; figures, charts and graphs; self-assessed activities; self-study questions; and summaries. In each module, the main text is divided into lessons, based on a logical division of subjects or issues. In addition to the modules, there are seven associated training manuals, a series of 34 case studies, a glossary of terms, a guide to additional sources of information on records and archives issues and an educator's resource kit.

A CD-ROM is planned for Spring 2000..

www.irmt.org/education/education.html

Contact: Mrs Elizabeth Box. Phone: +44 20 7831 4101 Email: ebox@irmt.btinternet.com

Lake of the Woods Summer Institute for Advanced Studies

LWSIAS 2000 'Exploring the Digital Frontier'.

Description: LWSIAS 2000 is a serious attempt to consider the various pressures which the digital revolution is creating for teachers everywhere, from grade school to university. It takes the view that we should work out where we are going by looking first at the resources we use / can learn to use/ then exploiting possibilities.

Our experience with scholars and teachers so far indicates the extent to which teachers and young [and not so young] professionals have benefited from the experience of working together and actually concentrating on the study of problems which are both exhilarating and serious.

The Web and associated internet technologies have been with us for only a few years. They have raised expectations as to what they can achieve. LWSIAS 2000 explores the very edge of their promise. The evolution of 'good practice' in the use of these technologies continues, and LWSIAS 2000 provides specialist teaching and tutorial support for those anxious to develop their own work.

LWSIAS 2000 gathers a number of leading practitioners from North America and Europe to work in two independent sessions, one in May another in September. Each session comprises two introductory and four specialised option courses. Teaching is in individual and small group, students work through materials of their choice, in LWSIAS facilities on the shores of the Lake of the Woods..

<http://www.lwsias.org>

Contact: Alicia Colson. Phone: Email: alicia.colson@lwsias.org

Lower Savannah Council of Governments

Basic Records Management.

9/22/99-9/22/99, Barnwell SC

Instructor(s): John Mackintosh, SC Department of Archives and History

Description: Basic records management for local governments including the Public Records Act, general and specific retention schedules, and records disposition..

Contact: Richard Harris. Phone: (803) 896-6123 Email: harris@scdah.state.sc.us

Michigan Townships Association (MTA)

Storing Records Electronically.

1/20/00-1/20/00, Lansing MI

Instructor(s): Scott Leonard, State Archives of Michigan

Description: Discussion of imaging systems and the Michigan Records Media Act. Overview of the Administrative Rules on the Use of Imaging Systems, a requirement of the Records Media Act..

Contact: Scott Leonard. Phone: (517) 373-1400 Email: LeonardS@sosmail.state.mi.us

Museum and Library Archives Institute

Museum and Library Archives Institute.

6/23/00-6/24/00, Wilbraham MA

6/25/99-6/25/99, Wilbraham MA

Description: The Institute provides two tracks of archival education each year, an introductory and advanced topic. The advanced topics change yearly. The 2000 special topic will be Archives in the New Millennium.

Contact: Theresa Percy. Phone: 413-267-5496 Email: TPercy@cwmares.org

Museum Computer Network

Building a Methodology to Evaluate you Web Site.

10/27/99-10/27/99, Philadelphia PA

Instructor(s): John Chadwick, Institute for Learning Innovation

Description: This workshop will focus on a case study of issues and problems that surfaced during a major research project at the New Mexico Museum of Natural History and Science, as well as other online research conducted for museums and academic institutions. Workshop participants will engage in several group activities, including: how to develop techniques that explain the need, value and limitations of online research; and how to formulate research question-and-answer strategies. Topics include: trends in museum Web site evaluation, ethical treatment of human subjects in a digital world, and strategies for presenting information to managers..

<http://www.mcn.edu/MCN99/program.html>

Contact: Susanne Warren. Phone: 802-447-0973 Email: warrensj@together.net

Museum Computer Network, cont.

Designing Educational Programs for Museums using Technology.

10/27/99-10/27/99, Philadelphia PA

Instructor(s): Sarah Wilton Shor, Obelisk, LLC

Description: Many museums are experimenting with the use of multimedia (the Internet, CD-Roms, etc.) to present their collections and educational programs. However, producing multimedia projects with true value that meets educational goals involves more than creating electronic versions of current programs. This workshop will present a framework for how effective museum education programs can be created using technology. Topics include: determining audience, goals, pedagogy, technology selection, and interactive activity design. Working in small groups, participants will be given a list of resources (collection, audience, facilities) from a fictional museum, and will develop a design for a multimedia educational program..

<http://www.mcn.edu/MCN99/program.html>

Contact: Susanne Warren. Phone: 802-447-0973 Email: warrensj@together.net

Digital Access to Cultural Heritage Resources: Implementing the Dublin Core in Museums.

10/27/99-10/27/99, Philadelphia PA. Sponsored by the Consortium for the Computer Interchange of Museum Information

Instructor(s): Angela Spinazze, ATSPIN Consulting

Jay Hoffman, Gallery Systems

Description: This workshop draws from the experiences of the CIMI DC Metadata Testbed to take the mystery out of implementing the Dublin Core metadata standard in museums. The instructors will provide a thorough introduction to the principles of Dublin Core for use with art, cultural heritage and natural history museum information. Topics include: What is metadata, why is it important and why is it different from traditional cataloguing? When to use DC and what to expect during implementation. Tools to automate the process of record creation, and more. Participants will gain an understanding of the fundamentals of DC, the challenges and opportunities for the use of DC in museums, and gain practical experience in creating real DC records. Participants are encouraged to bring examples of collection information from their own institutions..

<http://www.mcn.edu/MCN99/program.html>

Contact: Suzanne Warren. Phone: 802-447-0973 Email: warrensj@together.net

Implementing Technology in Museums: How to Jump on a Fast-Moving Train.

10/30/99-10/30/99, Philadelphia PA

Instructor(s): Susan Patterson, St. Louis Art Museum

Description: Learn solutions to everyday challenges faced by museum professionals when implementing technology. Should I buy an off-the-shelf collections management system or develop my own? Which hardware platform should I select? Should I network my desktops? What policies and procedures should I have in place? Must my institution invest in a techno-guru? How much will all this cost? These questions and more will be explored, with practical schedules, budgets and case studies to take back to your museum. The last hour will be devoted to questions addressed to a panel of museum professionals..

<http://www.mcn.edu/MCN99/program.html>

Contact: Susanne Warren. Phone: 802-447-0973 Email: warrensj@together.net

Museum Computer Network, cont.

Managing Those Donors! Museum Patron Membership and Development Management.

10/27/99-10/27/99, Philadelphia PA

Instructor(s): Sharona Justman, Rubenstein/Justman Management Consultants

Gary Rubenstein, Rubenstein/Justman Management Consultants

Description: Explore key museum management and communication principles designed to expand the patron service potential of development and membership departments, and to increase revenue streams into the museum using management awareness and technology tools. Learn how to prepare your department to evaluate and select the appropriate software systems while working with your staff to re-evaluate internal procedures toward improved contribution to a healthy revenue stream and improved patron service. Case examples will be used to explore software selection, project funding, data conversion and user training. Examples of successful technology integration between membership systems and other areas of the Museum will include Telephony and the associated marketing and patron service benefits. Designed for development, membership and executive directors..

<http://www.mcn.edu/MCN99/program.html>

Contact: Susanne Warren. Phone: 802-447-0973 Email: warrensj@together.net

QuickTime Virtual Reality in Cultural Heritage Presentation.

10/27/99-10/27/99, Philadelphia PA

Instructor(s): James Devine, Hunterian Museum and Art Gallery, Univ. of Glasgow, Scotland

Andrew MacDonald, Univ. of Glasgow, Scotland

Description: The use of QTVR for computer-based display of cultural resources provides museums, galleries, and related organisations with an opportunity to present their resources in an innovative and interactive way to remote users, and to supplement in-house exhibits with on-line resources. This introductory level workshop will provide participants with an overview of the issues involved, and will examine the potential of QTVR in heritage management contexts, using examples from Glasgow University's Hunterian Museum and Art Gallery, and others. Participants will receive hands-on instruction in photographing panoramas in QTVR and in stitching a basic QTVR panorama file..

<http://www.mcn.edu/MCN99/program.html>

Contact: Susanne Warren. Phone: 802-447-0973 Email: warrensj@together.net

Rapid Prototyping of Multimedia Applications in a Museum Setting.

10/27/99-10/27/99, Philadelphia PA

Instructor(s): Slavko Milekic, University of the Arts, Philadelphia

Description: Learn how to use a novice friendly multimedia authoring tool (SuperCard) to rapidly develop full-featured projects, in-house prototypes, digital portfolios or Web applications. Through examples and exercises you'll learn basic elements of multimedia authoring, interface design principles and project development. Learn how to convert a Web application and make it accessible for critical appraisal by your colleagues, or deliver your materials to a worldwide audience. By the end of this workshop you'll have the knowledge and skills necessary to create a functional working prototype of any project you would like to develop in the future. No previous programming experience is necessary.

<http://www.mcn.edu/MCN99/program.html>

Contact: Susanne Warren. Phone: 802-447-0973 Email: warrensj@together.net

Strategic Information Mangement for Museums in the 21st Century.

10/27/99-10/27/99, Philadelphia PA

Instructor(s): Jennifer Trant, Archives and Museum Informatics

David Bearman, Archives and Museum Informatics

Description: Leveraging information resources within a museum requires a holistic view of the vision of the organization, its role and its message, with a sense of technological opportunities. Beginning with the museum mission and its societal context, we will cover the interconnected issues of positioning the museum, organizing cultural knowledge, and structuring museum data to explore strategies for constructing integrated information systems. Strategies include: supporting on-going programs and delivery methods, understanding information flow, and building self-sustaining information services. We hope that you'll end the day with a clear understanding of the inter-relationships and interdependencies in museum information resources. The workshop is for senior managers (MIS and others) and museum directors concerned with long-term strategic information management issues and charged with overall program direction. Attendees should not be afraid of grappling with issues of information standards and systems architecture but are not expected to be technical personnel..

<http://www.mcn.edu/MCN99/program.html>

Contact: Susanne Warren. Phone: 802-447-0973 Email: warrensj@together.net

Try this at Home: Strategies for Implementing Standards.

10/27/99-10/27/99, Philadelphia PA

Instructor(s): Elisa Lanzi, Lanzi/Warren Associates

Susanne Warren, Lanzi/Warren Associates

Description: Confused about the different types of standards? Will they really make a difference for your collection? Will using them make more work for you? How do you use them and where do you find them? This workshop will give participants the tools and strategies needed to implement information standards within their institutions. Topics include metadata, controlled vocabularies and guidelines for description. The workshop is designed for people who manage information in museums, galleries, image collections and other cultural heritage organizations. Participants will engage in hands-on exercises, participate in problem solving group activities, experiment with applying various standards, and view demonstrations of the best practices..

<http://www.mcn.edu/MCN99/program.html>

Contact: Susanne Warren. Phone: 802-447-0973 Email: warrensj@together.net

National Information Standards Organization, Council on Library and Information Resources, Research Libraries Group

workshop on Technical Metadata Elements for Image Files.

4/1/99-

Description: This invitational workshop examined the technical information needed to manage and use digital still images that reproduce a variety of pictures, documents, and artifacts. Sixty participants represented libraries, universities, museums and archives, as well as government, other digital library organizations, and the digital imaging vendor community. They produced a preliminary list of technical metadata elements and other recommendations..

Draft report at www.niso.org/image.html

Nevada Museum Association

Archival Preservation (

4 workshops at Nevada State Library and Archives, Carson City NV

4 workshops at Nevada State Museum and Historical Society, Las Vegas NV

Contact: Peter Bandurraga. Phone: 775-688-1191

Northwest Oral History Association (NOHA)

Oral History in Museum Exhibits.

5/4/00, Bellingham WA (with the Northwest Archivists, Inc.)

Instructor(s): Lorraine McConnaghy, Museum of History and Industry; Ron Chew, Wing Luke Museum; Maria Pascualy and Melissa Parr, Wash. State Histo

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

Oral History Association

Introduction to Oral History.

10/6/99-, Anchorage AK

Instructor(s): Rose Diaz, Research Historian, Center for Southwest Research, University of New Mexico
Andrew Russell, Japanese American Citizens League Project, Arizona State University

Description: This workshop highlights the fundamentals of conducting an individual or community oral history project. Topics to be covered include project planning and coordination, research, funding, equipment needs, interviewing techniques, preservation strategies, and cataloging and indexing of project documentation. This workshop will be particularly useful to those working in and with indigenous and ethnic communities..

<http://www.dickinson.edu/organizations/oha/anchorageprog.html>

Oral History.

10/13/99-10/13/99, Lincoln NE (with the Midwest Archives Conference)

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

Preservation of Audio, Video, and Film Materials.

10/6/99-, Anchorage AK

Instructor(s): Francine Lastufka Taylor, Alaska Moving Image Preservation Association, Anchorage

Description: This workshop will focus on the importance of preserving oral history and other recorded materials. Participants will learn techniques to insure that materials are properly stored and made accessible to the public, and find out about costs involved in maintaining and restoring materials..

<http://www.dickinson.edu/organizations/oha/anchorageprog.html>

Pennsylvania Federation of Museums & Historical Organizations, various museums and historical organizations

Curators Roundtable.

Instructor(s): usually conducted by museum professionals

Description: Informal roundtable which meets 3-4 times per year. Topics chosen by participating curators. Participants include people who work with collections, no matter their job titles.

Contact: Rhonda R. Newton. Phone: 717/787-1902. Email: rhonda@pamuseums.org

Pennsylvania Federation of Museums & Historical Organizations (planner), Pennsylvania Historical and Museum Commission, PA Humanities Council, PA Department of Conservation and Natural Resources, local museums and historical organizations

2000 Statewide Museum Conference - Gateway to the Millennium: Museums in the 21st Century.
4/5/00-, State College PA

Instructor(s): various professionals

Description: This is a annual professional conference serving museums and historical organizations throughout PA. Breakout sessions and workshops cover a variety of topics. In 2000, the conference theme is looking especially at the use of technology.

Contact: Rhonda Newton. Phone: 717/787-1902. Email: rhonda@pamuseums.org

Probate Judges' Association

Basic Records Management.

10/13/99-10/13/99, Pawley's Island SC

Instructor(s): John Mackintosh, SC Department of Archives and History

Description: Basic records management for county government including the Public Records Act, general and specific retention schedules, and records disposition..

Contact: Richard Harris. Phone: (803) 896-6123 Email: harris@scdah.state.sc.us

Small Agency Council Records Officers Committee (SACROC), with NAGARA

Seminar for records officers from 40 federal agencies.

4/6/99-, Washington DC

Description: .

http://www.nagara.org/news/05_13_99_news.html

Contact: NAGARA news release.

South Carolina Association of School Business Officials

Basic Records Management.

3/10/99-3/10/99, Myrtle Beach SC

Instructor(s): John Mackintosh, SC Department of Archives and History

Description: Basic records management for local school districts including the Public Records Act, general and specific retention schedules, and records disposition..

Contact: Richard Harris. Phone: (803) 896-6123 Email: harris@scdah.state.sc.us

South Carolina Public Records Association

Basic Records Management for Local Governments.

10/14/99-10/14/99, Hartsville SC

Instructor(s): John Mackintosh, SC Department of Archives and History

Description: The basics of establishing a records management program for local governments and working with the SC Archives..

Contact: Richard Harris. Phone: (803) 896-6123 Email: harris@scdah.state.sc.us

Basic Records Management for State Agencies.

10/14/99-10/14/99, Hartsville SC

Instructor(s): Charles Smith, SC Department of Archives and History

Description: Basic records management for state government agencies and working with the SC Archives.

Contact: Richard Harris. Phone: (803) 896-6123 Email: harris@scdah.state.sc.us

South Carolina Public Records Association, cont.

Digital Imaging Systems, Practical Uses.

11/4/99-11/4/99, Myrtle Beach SC

Instructor(s): John Norris, Richland County Registrar of Deeds

Pam Ferst, City of Columbia Records Administrator

Description: Digital imaging system in state and local governments.

Contact: Richard Harris. Phone: (803) 896-6123 Email: harris@scdah.state.sc.us

Dragging the Past Into the 21st Century.

11/4/99-11/5/99, Myrtle Beach SC

Description: Variety of offerings on records management, electronic records, and micrographic topics.

Contact: Richard Harris. Phone: (803) 896-6123 Email: harris@scdah.state.sc.us

E-mail as a Public Record.

11/4/99-11/4/99, Myrtle Beach SC

Instructor(s): Brian Johnson, SC Budget and Control Board

Description: legal aspects of e-mail as a public record.

Contact: Richard Harris. Phone: (803)896-6123 Email: harris@scdah.state.sc.us

Ethics in Records Management.

11/5/99-11/5/99, Myrtle Beach SC

Instructor(s): Charles Gould, Florence/Darlington Technical College

Description: The ethics of records retention issues, the rights of individuals, protection of privacy, and avoidance of potential litigation..

Contact: Richard Harris. Phone: (803) 896-6123 Email: harris@scdah.state.sc.us

GIS, What Technology Can Do, Practical Uses.

11/4/99-11/4/99, Myrtle Beach SC

Instructor(s): Derek Graves, SC Department of Health and Environmental Control

Phil Weinbach, SC Department of Natural Resources

Description: Some practical uses of GIS.

Contact: Richard Harris. Phone: (803) 896-6123 Email: harris@scdah.state.sc.us

Microfilm in the Age of Digital Images.

11/4/99-11/4/99, Myrtle Beach SC

Instructor(s): Lorri Yarborough, Palmetto Microfilm and Imaging Systems, Inc.

Description: microfilm and digital imaging--the advantages of each..

Contact: Richard Harris. Phone: (803) 896-6123 Email: harris@scdah.state.sc.us

Preserving Evidence: Legally Admissible Records on Automated Systems.

11/4/99-11/4/99, Myrtle Beach SC

Instructor(s): Tom Legge, SC Archives

Description: Recommended practices for creating and maintaining legally admissible records on automated systems..

Contact: Richard Harris. Phone: (803) 896-6123 Email: harris@scdah.state.sc.us

RIM at the Coca-Cola Company.

11/4/99-11/4/99,

Instructor(s): Thomas Johnson, The Coca-Cola Company

Description: overview of records and information management program at the Coca-Cola Company focusing on teamwork, technology, and training..

Contact: Richard Harris. Phone: (803) 896-6123 Email: harris@scdah.state.sc.us

South Carolina Public Records Association, cont.

Y2K and South Carolina State Government.

5/11/99-5/11/99, Columbia SC

Instructor(s): Bill Majors, SC Budget and Control Board

Description: What is Y2K all about. What should I expect. What should I do. Things to think about and things you don't knne to think about..

Contact: Richard Harris. Phone: (803) 896-6123 Email: harris@scdah.state.sc.us

Southeastern Museums Conference

Disaster Planning and Recovery.

Charleston SC

Description: .

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

Special Libraries Association: Management Competencies Institute.

Description: The Special Libraries Association's Management Competencies Institute concentrates on five subject areas vital to the effective operation of an information center. It is designed to increase job effectiveness and professionalism for information professionals who have taken on managerial roles. For your convenience, all units are held in conjunction with the Winter Education Conference or the Annual Conference. Participants who complete all five units of the Management Competencies Institute will receive a special certificate of recognition. This program was previously called the "Middle Management Institute." If you have taken any of the units prior to 1999, your credits are still applicable to the certificate once you have completed all five units..

<http://www.sla.org/professional/mmi.html>

Contact: SLA Professional Development Department. Phone: 202-234-4700 x679

Financial Concepts and Strategies.

6/5/99-6/6/99, Minneapolis MN

Instructor(s): Madeline Daubert,

Description: Managers of libraries and information centers must be able to analyze and use financial information in order to defend the value of information services and participate effectively in the decision-making process. Through relevant exercises, visual examples, lecture and group discussion, participants in this unit will develop analytical skills by exploring:

Analysis of Financial Information

accounting concepts, financial statements, management reports

Budgeting

methods of budgeting: line-item, program, etc., types of budgets: operating, capital, cash budget preparation, budget presentation and review

Analysis of Costs

value of cost information, types of costs and cost studies, cost allocation: determining full cost and unit costs

Long-Term Planning

cost-benefit analysis: monetary and nonmonetary, comparing in-house services and outsourcing, depreciation issues in libraries, capital budgeting.

Contact: SLA Professional Development Department. Phone: 202-234-4700 x679 Email: profdev@sla.org

Special Libraries Association: Management Competencies Institute, cont.

Leadership Skills.

6/10/00-6/11/00, Philadelphia PA

Instructor(s): TBA ,

Description: Being an effective supervisor and teambuilder can be the most challenging facet of managerial work. From the initial selection process through training and performance appraisal, building and maintaining a productive staff can be a difficult task. During this unit, participants will begin to master a variety of human resources skills that will be critical to their success. Participants will explore:

Leadership Skills

empowering people and gaining trust, gaining commitment from others, negotiating for positive results

Teambuilding

working together as a team, understanding different personality temperaments, keeping focus on the team's mission and long term goals

Conflict Resolution

dealing with difficult people, clarifying communication, disciplining employees to get results

Supervisory Skills

selecting the most qualified employee, conducting effective interviews
appraising employees on an ongoing basis.

<http://www.sla.org/professional/leadersh.html>

Contact: SLA Professional Development Department. Phone: 202-234-4700 x679 Email: profdev@sla.org

Management Skills.

6/5/99-6/6/99, Minneapolis MN

Instructor(s): Marianne Hartzell, Michigan Library Association

Description: Every manager's toolbox includes a group of key management skills that provide a foundation for success. During this unit, participants will concentrate on enhancing these skills and learning results-oriented approaches to achieving professional goals. Through problem-solving exercises, group discussion, and interactive lecture, participants will gain a better understanding of:

The Role of Corporate Cultures

The balance of management and power, Power vs. authority
Building a positive power base

Management Style and Group Dynamics

Analyzing management styles, The assertive manager

Management Communications

Overcoming barriers to communication, Improving listening skills
Communicating up and down the organization

Problem Solving and Decision-Making

Analyzing problems, Developing solutions, Evaluating consequences

The Planning Process

Analyzing values and recognizing needs, Setting goals, Developing a strategic plan
Implementing operational and management plans.

<http://www.sla.org/professional/managmt.html>

Contact: SLA Professional Development Department. Phone: 202-234-4700 x679 Email: profdev@sla.org

Special Libraries Association: Management Competencies Institute, cont.

Marketing and Public Relations.

6/10/00-6/11/00, Philadelphia PA

Instructor(s): Arlene Farber Sirkin, Washington Resource Consulting Group

Description: In order to increase your information center's visibility as a valuable source of information, you need to successfully market the products and services that are offered to your users.

During this two-day course, participants will explore:

Marketing and the Information Center

marketing information products and services, understanding user needs

developing effective user surveys

The Marketing Mix

product and service development , pricing, placement and distribution

The Power of Promotion

developing the message, newsletters and other media, effective public relations

The Marketing Plan

marketing strategies for an information center, marketing mix integration

developing a plan.

<http://www.sla.org/professional/marketg.html>

Contact: SLA Professional Development Department. Phone: 202-234-4700 x679 Email: profdev@sla.org

Technology and Applications.

6/10/00-6/11/00, Philadelphia PA

1/24/99-1/25/99, San Francisco CA

Description: Library technologies are shaped by emerging standards and advancement in computer systems and computer applications. Managing technology in a library is a challenge in these times of great innovation, competing technologies, and rapid product introductions. This course is designed to assist librarians who must make technology decisions. During this unit, participants will gain a better understanding of: technology planning, library automation software, operating systems considerations, networks and networking, library automation consultants, retrospective conversion decisions, CD-ROM, portable database, and Internet-accessible databases, Internet technologies, Web searching, managing access to electronic documents.

<http://www.sla.org/professional/techapp.html>

Contact: SLA Professional Development Department. Phone: 202-234-4700 x679 Email: profdev@sla.org

Special Libraries Association: Online Classes

Analyzing Library Costs for Decision-Making and Cost Recovery.

Online class

Description: This course provides the background to analyze the cost of various information services, evaluate financial alternatives, and support cost recovery. Topics include: value of cost information; types of costs; analyzing personnel and fringe benefits; allocating overhead to determine the full cost of services; calculating unit costs; comparing costs and benefits; evaluating alternatives; capital budgeting; and cost recovery..

<http://www.sla.org/professional/self.html>

Communicating With Library Users.

Online class

Description: Through this practical, hands-on course, you will be guided towards understanding that all-important person: the library patron. The goals of this program are to raise awareness of the factors affecting the communication process and to provide techniques for improving communication..

Special Libraries Association: Online Classes, cont.

Control of Administrative and Financial Operations in Special Libraries.

Online class

Description: You'll learn the administrative and accounting processes required to manage the operations of a special library in Part II of the Financial Management Series. The course covers the purchasing process, control of physical assets, internal accounting controls, and internal administrative controls. Computer security and control of automated systems are also discussed..

<http://www.sla.org/professional/self.html>

Grace Under Pressure: Writing with Clarity, Conciseness and Impact.

Online class

Description: This course is for every information professional who must write effective letters, memos, and reports. It will teach you how to write more quickly, clearly, and powerfully. You will learn what to do and what to avoid, how to organize your thoughts and get started, how to avoid writer's block, and how to write persuasively for your target audience and get better results..

<http://www.sla.org/professional/self.html>

Money Talk: Accounting Fundamentals for Special Librarians.

Online class

Description: This course is designed to provide special librarians with an introduction to the concepts needed to manage the financial affairs of a library or information center. It provides a broad overview of accounting fundamentals, along with some detailed, practical information intended to enhance the user's ability to understand how various activities affect the financial position of the organization and the library..

<http://www.sla.org/professional/self.html>

Owning Your Numbers: An Introduction to Budgeting for Special Libraries.

Online class

Description: Are you looking for ways to become more effective as a fiscal manager? You won't want to miss this introductory course. Through simulation of financial situations and pragmatic exercises, you will have the opportunity to practice a variety of budgeting techniques..

<http://www.sla.org/professional/self.html>

Presenting With Power: An Introduction to Public Speaking.

Online class

Description: Presentation know-how and ability can be learned. This course takes you through a series of exercises to help you learn the skills and techniques necessary to give a powerful presentation. By learning how to reduce the negative aspects of performance tension, you will develop greater confidence in your ability to make presentations and to speak in public..

<http://www.sla.org/professional/self.html>

Time Management in Libraries and Information Services.

Online class

Description: In just several hours, this course will help you improve your on the job performance. You will learn valuable strategies to maintain control, stay on schedule, and accomplish more every day. Included are tips for overcoming procrastination, working with deadlines, and successfully delegating..

<http://www.sla.org/professional/self.html>

Special Libraries Association: Online Classes, cont.

Winning Marketing Techniques: An Introduction to Marketing for Information Professionals.

Online class

Description: In today's business environment, marketing is a critical skill for management success. Libraries and information centers, in particular, can acquire high visibility through effective marketing to management and other users. This course takes you step-by-step through the development of a marketing plan and helps you put your new knowledge to work with a library marketing case study..
<http://www.sla.org/professional/self.html>

Superior Court Clerks Association; Georgia Department of Archives and History

Basic Records Management; Retention Schedules.

St. Simons Island GA

Instructor(s): Pete Schinkel, Georgia Department of Archives and History

Description: Basic Records Management; Inventory; Georgia Records Act; Open Records Act; compliance; Retentio Schedule Process.

Contact: Andrew S. Taylor. Phone: 404-657-3848 Email: astaylor@sos.state.ga.us