

## FEDERAL GOVERNMENT AGENCIES

### National Archives and Records Administration

#### **NARA Preservation Conference, Deacidification Reconsidered.**

3/28/00-, Washington DC

Description: The National Archives and Records Administration's Annual Preservation Conferences cover topics on the creation, use, exhibition, care and handling, conservation, duplication, and long-term storage of information on paper, film, tape, and disk. This year's Conference will bring together conservation scientists, preservation professionals, and conservators to discuss technical issues related to deacidification. A number of deacidification methods exist to preserve library and archival paper records. Selecting deacidification as a treatment option involves understanding the distinction between various methods and what they accomplish, and a careful assessment of the materials to be treated. Concerns that often guide the decision include: the nature and condition of the paper substrate; the media and other non-paper materials that may be part of the items; the dimensions, format, and quantity of items requiring treatment; the intrinsic value of the material; the efficacy of the proposed method; and evaluation of one's resources. Technical issues relating to these concerns will be the focus of the program. An opportunity to discuss products and services with various deacidification manufacturers will be available during the lunch break and at the end of the conference..

<http://www.nara.gov/arch/techinfo/preserva/conferen/2000.html>

Contact: Eleanor Torain. Phone: 301-713-6718 Email: [preserve@nara.gov](mailto:preserve@nara.gov)

### National Archives and Records Administration (principal); Library of Congress

#### **Modern Archives Institute.**

6/5/00-6/16/00, Washington DC

1/24/00-2/4/00, Washington DC

6/7/99-6/18/99, Washington DC

1/25/99-2/5/99, Washington DC

[www.nara.gov/professional/mai.html](http://www.nara.gov/professional/mai.html)

Contact: Mary Rephlo. Phone: 301-713-7390 x260 Email: [mary.rephlo@arch2.nara.gov](mailto:mary.rephlo@arch2.nara.gov)

### National Park Service Museum Management Program

#### **Introduction to Managing NPS Legacy Information: An Overview of the Process for the Management of Archives, Manuscripts, and Records.**

Shepherdstown (At Natl Conservation Training Cente WV

Instructor(s): Maryjo Pugh, San Francisco Maritime Museum

Diane Vogt-O'Connor, National Park Service Museum Management Program

Description: Attendees learn the best practices for archival and records management, including how to manage audiovisual, textual, and electronic records and manuscript collections. Trainees learn how to identify, survey, appraise, describe, catalog, and manage records. Key techniques taught including health and safety issues of working with records, assembling a team, gaining preliminary control through surveying, records appraisal, setting up policies and procedures, planning for arrangement and description, cataloging collections, designing appropriate storage/work/reference spaces, offering reference services, managing collections usage including publications, providing for outreach, and managing intellectual property rights and sensitivities..

<http://www.cr.nps.gov>

Contact: Diane Vogt-O'Connor. Phone: 202-343-1011 Email: [Diane\\_Vogt\\_O'Connor@nps.gov](mailto:Diane_Vogt_O'Connor@nps.gov)

## **National Park Service Museum Management Program and the University of Nevada at Reno, and the Heard Museum in Phoenix**

### **Field Records at the Millennium: Managing Anthropological Papers.**

5/3/99-5/5/99, Phoenix (at Heard Museum) AZ

Instructor(s): Donald Fowler, University of Nevada at Reno

Michael Brown, Williams College

Description: At the end of the 20th century, a single misstep when capturing information in the field and then providing public access can raise a firestorm of legal, ethical, and cultural protests, worldwide. This course focuses on how to create, preserve, and responsibly manage anthropological field records for access. Participants learned how to resolve difficulties and balance the rights and concerns of creators, owners and donors, documented individuals and groups, and educators, researchers and scholars..

<http://www.cr.nps.gov>

Contact: Diane Vogt-O'Connor. Phone: 202-343-1011 Email: [Diane\\_Vogt\\_O'Connor@nps.gov](mailto:Diane_Vogt_O'Connor@nps.gov)

## **National Park Service Museum Management Program, Northeast Document Conservation Center**

### **Rethinking Cultural Publications: Digital, Multimedia, and Other 21st Century Strategies.**

9/15/99-9/17/99

Contact: Ginny Hughes. Phone: 978-470-1010, ext 224 Email: [ghughes@nedcc.org](mailto:ghughes@nedcc.org)

## **National Park Service Museum Management Program; Conservation Center for Art and Historic Artifacts; Athenaeum of Philadelphia; Architectural Archives of the University of Pennsylvania; Historic American Building Survey/Historic American Engineering R**

### **Architectural Records: Preserving and Managing the Documentation of Our Built Environment.**

5/3/00-5/5/00, Philadelphia PA

Instructor(s): Roger Moss, Athenaeum of Philadelphia

Sherry Birk, The Octagon Museum of the American Architectural Foundation

Description: The goal of the conference is to improve practices for preserving, managing, and providing access to the documentation of our built heritage. Twenty speakers will address the challenges involved in managing architectural records collections, on both theoretical and practical levels, through keynote addresses, lectures, case studies, demonstrations, and tours. Participants will learn about the significance of architectural records, the array of materials and methods used to create them, collecting policies, appraisal, intellectual control, preventive and remedial preservation measures, access methods, fundraising, legal issues, and efforts to ensure that the electronic record of the architecture of the late 20th century and beyond will endure in usable forms for future study..

<http://www.cr.nps.gov/csd/index>

Contact: Diane Vogt-O'Connor. Phone: 202-343-1011 Email: [Diane\\_Vogt\\_O'Connor@nps.gov](mailto:Diane_Vogt_O'Connor@nps.gov)

## **National Parks and Conservation Association (NPCA), National Park Service**

### **African Americans and Hispanic Americans" Community Involvement in Heritage Resources.**

5/24/99-5/29/99, Washington DC

Contact: Iantha Gantt-Wright. Phone: 202-223-6722 Email: [igwright@ncpa.org](mailto:igwright@ncpa.org)

## **Sandia National Laboratories, Albuquerque, NM**

### **Records Management at Sandia.**

7/1/99-6/30/00, Albuquerque NM

Instructor(s): Micky Molde, Sandia Nat'l Labs

Description: It is an awareness of records management taught to all staff members. We cover the

retention schedule, responsibilities towards records staff create & receive, filing systems, destruction, electronic records mgmt. The program is 30 minutes, and offers ways to get staff organized, and make them aware of regulations concerning management of govt. records..

Contact: Micky Molde. Phone: 505-844-6640 Email: mlmolde@sandia.gov

### **Smithsonian Center for Materials Research and Education**

#### **Preservation Principles for Paper-based Collections: Fundamentals and Future Directions in a Digital World #C99-10.**

6/28/99-8/6/99, Suitland MD

Instructor(s): Dianne van der Reyden, Smithsonian

Description: Sponsored by the International Center for the Study of the Preservation and Restoration of Cultural Property (ICCROM), the course topics reflect theory and practice necessary to develop strategic plans addressing core preservation responsibilities that encompass management, duplication, environmental control, collections maintenance, and conservation treatment research and training..

[www.si.edu/cal/courses\\_1999.html](http://www.si.edu/cal/courses_1999.html)

Contact: Francine Lewis. Phone: 301-238-3700

#### **Presrvation of Paper-based Collections: Collaborative Case Studies from Around the Mall.**

3/24/99-3/24/99, Suitland MD

Instructor(s): Dianne van der Reyden, Smithsonian

Fei-wen Tsai, Smithsonian

Description: Staff from SI's National Museum of Natural History and National Air & Space Museum presented projects that serve as models for maximizing minimum resources for the preservation of paper-based collections including drawings, watercolors, etc..

[www.si.edu/cal/courses\\_1999.html](http://www.si.edu/cal/courses_1999.html)

Contact: Francine Lewis. Phone: 301-238-3700

#### **Show Time! Exhibition of Document Collections #C99-16.**

10/14/99-10/15/99, Suitland MD

Instructor(s): Dianne van der Reyden, Smithsonian

Fei-wen Tsai, Smithsonian

Description: Intended for individuals interested in the best and newest developments in innovative preservation-quality materials and designs for exhibition of a wide range of paper-based materials..

[www.si.edu/cal/courses\\_1999.html](http://www.si.edu/cal/courses_1999.html)

Contact: Francine Lewis. Phone: 301-238-3700

### **Smithsonian Institution, National Museum of American History and Accessibility Program, National Rehabilitation Awareness Program**

#### **Disability and the Practice of Public History.**

5/13/99-5/14/99

Description: To lay the groundwork for disability awareness in exhibition and public history practice..

Contact: not given (notice was found in AASLH newsletter (May 1999).)

## **PROGRAMS BASED IN COLLEGES AND UNIVERSITIES**

### **Chippewa Valley Technical College**

#### **Records and Image Management.**

Starts 1/10/00

Description: The Records and Information Management Specialist Certificate is composed of 5 three-credit courses. These courses are all distance learning, which means you work at your own pace, either at your home or office. We believe all of the Records and Information Management competencies are included in this certificate program..

<http://www.chippewa.tec.wi.us/deptshp/RIMCert/rimhome.htm>

Contact: Mary Welch. Phone: Email: [welchme@yahoo.com](mailto:welchme@yahoo.com)

### **California State University, Northridge, History Department**

**Archival Methods & Theory (Course No. 1 - HIST 602A); Archival Management & the Profession (Course No. 2 - HIST 602B); Practicum in Archives (Course No. 3 - HIST 696P); All are graduate level courses in the archival special focus area..**

Ongoing, Northridge CA

Instructor(s): Robert G. Marshall, CSU, Northridge

Description: The courses cover nine units - is a special focus area for students in the graduate program in the Department of History. Course cover the methods and theory of archives, as well as the administration and management of archival programs. The practicum gives each student "hands-on" experience of working in an archival setting. Projects include grant writing, arrangement and discription of manuscript and photographic collections, exhibition projects, and web page development..

<http://csun.edu/~hfhis003/histhp.html>

Contact: Robert G. Marshall. Phone: (818) 677-2832 Email: [robert.marshall@csun.edu](mailto:robert.marshall@csun.edu)

### **Cornell University Library**

#### **Moving Theory Into Practice: Digital Imaging for Libraries and Archives.**

6/19/00 - 6/23/00, Ithaca NY

Instructor(s): Anne Kenney, Associate Director of the Department of Preservation in Cornell University Library, and Co-Director, Cornell Institute for Digital Collections

Description: The workshop goal is to promote critical thinking in a technical realm. This workshop is intended for librarians, archivists, curators, administrators, technologists, and others who are contemplating or implementing digital imaging programs. The goal is to provide participants with the means to move beyond theoretical constructs to implementation strategies grounded in solutions that represent current/emerging standards, best practices, and sound decision- making. Participants will be armed with the means to make good choices and, where appropriate, to initiate successful digital imaging programs at their home institutions. Just sixteen participants will be included in each workshop to facilitate their working together to evaluate the pros and cons associated with various technological choices, and to consider pragmatic solutions tailored to their own institutional mission and capabilities. This workshop will be offered a total of seven times in 2000 and 2001.

<http://www.library.cornell.edu/preservation/workshop/>

### **Dominican University Graduate School of Library and Information Science**

#### **Archival Administration and Services.**

1/13/00-4/27/00, River Forest IL

Instructor(s): Patrick Quinn, Northwestern University

Description: This course is intended to provide a broad overview of archival theory and practice.  
Contact: Patrick M. Quinn. Phone: (847) 491-3354 Email: pquinn@nwu.edu

## **Loyola University**

### **Archives and Records Management.**

1/21/99-4/29/99, Chicago IL

Instructor(s): Patrick Quinn, Northwestern University

Description: This course is intended to provide a broad overview of all aspects of archival theory and practice..

Contact: Patrick M. Quinn. Phone: (847) 491-3354 Email: pquinn@nwu.edu

## **University of Denver, University College**

### **Archives and Records Management Concentration as part of the MLIS degree program.**

Denver CO

Instructor(s): Steve Fisher, DU; Victoria Adamitis, DU

Description: As part of the master's degree, this concentration encompasses all related knowledge of archives and records management..

[www.univeristycollege.du.edu](http://www.univeristycollege.du.edu)

Contact: Deborah Grealy. Phone: 303-871-3352 Email: dgrealy@du.edu

## **University of Maryland, College of Library and Information Services**

### **Effective Management of Archival Web Sites: Issues, Strategies, & Policies.**

11/16/99-, College Park MD

Instructor(s): Thomas J. Ruller, Associate Archivist, New York State Archives and Records Administration

Description: How can you more effectively use the Internet to improve your archive's services? What are the management issues? How do you anticipate and accommodate wider research use or decide what information to make available? Learn strategies to better manage the use of your web site to enhance access to information about your holdings, programs, and services, to expand the level of use, and to improve your services.

Workshop topics include: Identifying the Strategic Service Objectives in Archival Internet Service & their Measurable Benefits Assessing the Internet Audience for Archives (demographic considerations) Doing Archival Work via the Internet (reference service, delivering records, online exhibits) Managing Internet Services (infrastructure, return on investment & cost factors, staffing the Internet team) Future Trends.

### **Effective Strategies for Managing Electronic Records.**

12/9/99-, College Park MD

Instructor(s): Timothy A. Slavin, Strategic Consultant, State of Delaware Office of Information Services

Description: Changing archival and records management practices to meet the challenges of electronic records is a priority today. Archivists and records managers are challenged not only to understand the technology but also to modify their programs to take advantage of it and to meet the problems it raises.

Workshop topics include: Reviewing Terms and Vocabulary (commonly used & misused terms & concepts) Identifying Records in Electronic Information Systems (strategies for the analysis of records: including application of traditional records management analysis against such items as data models, data dictionaries, and data flow diagrams, with hands-on exercises) Ensuring Authenticity (identify strategies to ensure that records meet acceptable definitions for auditing, legal, administrative, fiscal, and evidential value Technological Solutions for Electronic Records (identify strategies for implementing an electronic record keeping environment; including record keeping software, document management principles, and data warehousing).

[www.clis.umd.edu/ce/](http://www.clis.umd.edu/ce/)

Contact: Robin Albert. Phone: 301-405-2057 Email: ra67@umail.umd.edu

**Leadership and Management of Archives, Records, and Information Management Programs.**

10/27/99-, College Park MD

Instructor(s): Bruce Dearstyne, Associate Professor, College of Library & Information Services, University of Maryland

Description: Effective leadership, administrative, and program management skills are vital to your career advancement in archives and records management. Successful professionals today must meet the challenge of complex leadership and management issues, including developing visions and missions, strategic planning, and staying responsive to customer needs and expectations.

This seminar will analyze the issues and problems faced by archives, records management, and related programs and discuss the roles that leaders and managers of these programs can play to address these needs, move their programs ahead, and keep them strong and customer-responsive. It will cover the strategies and characteristics of notably successful programs. It will also discuss management techniques what it takes to keep programs moving ahead smoothly in a setting of static or declining resources and rising and changing expectations..

**University of South Carolina College of Library & Information Science**

**Panning for Gold (Continuing Education Program).**

Columbia SC

[www.libsci.sc.edu/ce/pangold9900.htm](http://www.libsci.sc.edu/ce/pangold9900.htm)

Contact: Nonie Price. Phone: 803/777-0513

**University of South Carolina Institute of Public Affairs**

**Basic Records Management.**

2/2/99-2/2/99, 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

**University of Tennessee Institute for Public Service Center for Government Training;  
County Technical Assistance Service; Tennessee State Library and Archives**

**Records Management and Records Disposition for County Officials.**

11/9/99-11/9/99, Jackson (also Nashville and Knoxville) TN

11/16/99-11/16/99, Nashville TN

11/23/99-11/23/99, Knoxville TN

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

Wayne Moore, Tennessee State Library and Archives

Description: Introduction to the life-cycle of records and archival principles; cooperation between records managers, 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

**University of Virginia, Rare Book School**

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

1/10/00-1/14/00, Charlottesville VA

Instructor(s): Daniel Pitti,

Description: 13 IMPLEMENTING ENCODED ARCHIVAL DESCRIPTION. Encoded Archival Description (EAD) provides standardized machine-readable access to primary resource materials. This course is aimed at archivists, librarians, and museum personnel who would like an introduction to EAD that includes an extensive supervised hands-on component. Students will learn SGML encoding techniques in part using examples selected from among their own institution's finding aids. Topics: the context out of which EAD emerged; introduction to the use of SGML authoring tools and browsers; the conversion of existing finding aids to EAD. Instructor: Daniel Pitti.

The course is aimed primarily at archivists who process and describe collections in finding aids, though it will also be useful to repository administrators contemplating the implementation of EAD Version 1.0, and to technologists working in repositories. The course will cover the following areas: the history of EAD and its theoretical and technological foundations; an introduction to Standard Generalized Markup Language (SGML) and Extensible Markup Language (XML), including discussions of authoring and network publishing tools; a detailed exploration of the structure of EAD; use of software tools to create and publish finding aids; discussion of conversion techniques and methodologies, and templates for the creation of new finding aids; and the integration and management of EAD in an archive or library. The class will jointly encode and publish a finding aid that will illustrate a wide variety of essential EAD and SGML concepts. Students will also encode one of their own finding aids. Applicants must have a basic knowledge of archival descriptive practices as well as experience using word-processing software with a graphical user interface. Some experience with the World Wide Web and HTML will aid the learning process. In the personal statement on their applications, prospective students should indicate their relevant archival background, the extent of their previous experience with computers in general and graphical user interfaces and EAD in particular, and describe their role (present or future) in the implementation of EAD in their home institution..

[www.virginia.edu/oldbooks](http://www.virginia.edu/oldbooks)

Contact: John A. Buchtel. Phone: 804/924-8851 Email: [oldbooks@virginia.edu](mailto:oldbooks@virginia.edu)

## **University of Wisconsin-Madison School of Library & Information Studies**

### **Appraisal of Archives and Manuscripts.**

3/8/99-, Madison WI

Instructor(s): Susan Davis, ; ;

Description: Appraisal is the process of determining the value of historical resources and thus their disposition. This course will provide an overview of the theory of appraisal and its application in the management of primary source materials.

Contact: Jane Pearlmutter. Phone: 608-262-6398. Email: [jpearl@slis.wisc.edu](mailto:jpearl@slis.wisc.edu)

### **Archives and Manuscripts: Arrangement and Description.**

9/30/99-, Madison WI

Instructor(s): Susan Davis, ; ;

Description: Arrangement and description represents the means archivists use to establish and maintain control over collections. This course will focus on the progressive nature of these activities and the principles and procedures involved. The development of an integrated system for archival processing will be covered, as you learn how to develop an arrangement scheme, physically process an archival collection, create appropriate finding aids for archival materials, and establish a manual or electronic system for bibliographic and physical control.

Contact: Jane Pearlmutter. Phone: 608-262-6398. Email: [jpearl@slis.wisc.edu](mailto:jpearl@slis.wisc.edu)

### **Archives and Manuscripts: Reference, Access and Public Service.**

3/6/99-, Madison WI

Instructor(s): Susan Davis, ; ;

Description: Providing access to historical resources is a basic but complex process in which the needs of the researcher are balanced against preservation of the material. This course will cover the link

between description and use of archival materials as well as related areas of conservation, security, ethics, and the law.

Contact: Jane Pearlmutter. Phone: 608-262-6398. Email: [jpearl@slis.wisc.edu](mailto:jpearl@slis.wisc.edu)

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Contact: Jane Pearlmutter. Phone: 608-262-6398. Email: [jpearl@slis.wisc.edu](mailto:jpearl@slis.wisc.edu)

**Care and Management of Photographic Collections.**

2/26/98-, Madison WI

Instructor(s): Nicolette Bromberg, State Historical Society of Wisconsin; ; ;

Description: This course provides an introduction to the administration and care of photographic collections. Course outline: Introduction to photographic history and processes; Handling, preservation, and conservation techniques; Collection and appraisal; Uses of the collection and access issues; Setting up photographic reproduction services

Contact: Jane Pearlmutter. Phone: 608-262-6398. Email: [jpearl@slis.wisc.edu](mailto:jpearl@slis.wisc.edu)

**Digital Imaging and Electronic Document Management.**

6/10/99-, Madison WI

Instructor(s): Steven Gilheany, Archive Builders; ; ;

Description: This course is for records managers, librarians, and archivists who have been assigned to specify, install, or manage a document imaging system, but who are non-technical professionals. Document imaging is the process of taking documents out of file cabinets and off shelves and storing them in a computer. In this three-day course you will gain an understanding of how document imaging can be used and managed in both large and small scale organizations.

Contact: Jane Pearlmutter. Phone: 608-262-6398. Email: [jpearl@slis.wisc.edu](mailto:jpearl@slis.wisc.edu)

**Encoded Archival Description: Introduction and Applications.**

4/6/00-, Madison WI

Instructor(s): Stephen Miller, Duke University; ; ;

Description: Encoded Archival Description (EAD) is a data structure standard recently adopted by the Society of American Archivists as a standard for electronic storage and delivery of archival finding aids. In this workshop, Stephen Miller will teach the practical fundamentals of the Encoded Archival Description (EAD) concept and structure and explore implementation and management issues involved in using EAD. The workshop will include an in-depth introduction to EAD and SGML/XML concepts, encoding and presentation issues, and discuss EAD implementation, best practices, cooperative projects, and using EAD in imaging projects.

Contact: Jane Pearlmutter. Phone: 608-262-6398. Email: [jpearl@slis.wisc.edu](mailto:jpearl@slis.wisc.edu)

**Managing Special Collections: Archives, Manuscripts and Photographs.**

11/5/98-, Madison WI

Instructor(s): Susan Davis, ; ; ;

Description: This course is designed as an introduction to special collections administration for those new to the field or for those who have recently assumed responsibility for primary source materials in their institutions, including public libraries, businesses, church libraries and local historical societies. The course will emphasize the structure, functions and standards for establishing and maintaining an

archives and manuscripts program.

Contact: Jane Pearlmutter. Phone: 608-262-6398. Email: [jpearl@slis.wisc.edu](mailto:jpearl@slis.wisc.edu)

**University of Wisconsin-Milwaukee, School of Library and Information Science, Center for Information Policy Research**

**Institute for Legal and Ethical Issues in the New Information Era: Challenges for Libraries, Museums, and Archives.**

5/20/00 - 5/26/00, Milwaukee WI

Instructor(s): Tomas Lipinski, Co-Director, Center for Information Policy Research

Description: The National Leadership Grant received from IM&LS will enable participants to gain an awareness of changing legal and ethical issues affecting academic libraries, archives, and museums.

Nationally recognized speakers in the various Institute topics will participate. As a result, participants will gain a greater understanding of the relevant issues. In addition participants will increase their dissemination skills and fine tune their ability to promote awareness of the legal and ethical issues facing their respective professional communities in the new millennium. Institute topics will include:

Copyright issues in information technology; Censorship and controversial materials; Ethical Decision-

Making; Americans with Disabilities Act; Gifts and Loans; Privacy; Security and Patron Behavior;

Policy Formulation and Education Strategies. The Institute will allow for hands on experience through discussion, tours, and contact with local representatives of the library, museum and archive communities. There will ample time to network with Institute attendees.

<http://www.slis.uwm.edu/ilei>

## **PROGRAMS BASED IN REPOSITORIES**

### **Georgia Historical Society**

#### **Don't Let Them Become Extinct: Basic Collections Preservation.**

11/13/99-, Atlanta GA

Instructor(s): Susan Dick, Director of Library & Archives, GHS

Myers Brown, Assistant Curator of Military History, Atlanta History Center

Description: This workshop will cover the basic principles involved in the care and storage of documents, photos, books, leather, metal, wood, and cloth. Attendees may bring items for on-site consultation.

Contact: Danielle Bachant. Phone: (912) 651-2125, ext. 16 Email: dbachant@georgiahistory.com

#### **Exhibit Workshop.**

2/4/00-, Jekyll Island GA

Description: Participants will receive hands-on experience in planning, preparing and publicizing museum exhibits. An actual exhibit will be produced..

Contact: Danielle Bachant. Phone: (912) 651-2125, ext. 16 Email: dbachant@georgiahistory.com

#### **Spreading the News: Newsletters, Book Publishing, and Websites.**

10/30/99-, Jasper GA

Instructor(s): Stan Deaton, Director of Programs & Publications, GHS

Description: This workshop will examine newsletter and book publication and web site development. Discussions will include layout, content, target audience, and distribution. Also examined will be particular issues pertaining to history and genealogy books such as marketing, copy right, and publication projects. Attendees may bring examples of their organization's newsletter, books, and web site for critique.

Contact: Danielle Bachant. Phone: (912) 651-2125, ext. 16 Email: dbachant@georgiahistory.com

### **Moorland Spingarn Research Center**

#### **In Their Own Words: The African-American Experience Through Oral History.**

10/20/99-, Washington DC

Instructor(s): Elizabeth Clark-Lewis, Howard University Department of History Domestic Workers Oral History Project

Emory Tolbert, Howard University History Department Marcus Garvey Oral History Project

## FOR PROFIT EDUCATORS

### **Cohasset Associates, Inc.**

#### **Managing Electronic Records (MER) Conference.**

9/27/99-9/29/99, Chicago IL

Description: Addresses the legal, technical and operational issues and challenges of managing electronic records..

<http://www.cohasset.com/mer>

Contact: Cohasset Associates, Inc.. Phone: 800-200-7667 Email: [mer@cohasset.com](mailto:mer@cohasset.com)

### **Copyrightlaws.com**

#### **Digital Licensing Seminar.**

10/29/99-10/29/99, Seattle WA

11/22/99-11/22/99, Washington DC

Instructor(s): Lesley Ellen Harris,

Description: In this half day seminar, participants will be led through a clause-by-clause analysis of a typical licensing agreement. The workshop will examine: licensing arrangements generally; what uses of works can be made through a licensing agreement; sublicenses and secondary rights; moral rights; compensation; duration of a licensing agreement; who owns what; revocation of rights in certain circumstances; credits; and warranties and indemnities.

Anyone involved in the use or licensing of digital materials, including publishers, photographers, writers, Web site and CD-ROM developers, those in museums, archives, libraries, educational institutions and governments are encouraged to attend. This Digital Licensing seminar has previously been held in Chicago, Los Angeles, Washington DC, Seattle, New York, Phoenix, San Jose (CA), London (England), Calgary, Edmonton and Ottawa..

<http://www.copyrightlaws.com/seminfo.html>

#### **E-commerce for Governments, Libraries, Archives and Museums ("GLAMS").**

10/19/99-10/19/99,

11/30/99-11/30/99

Description: Although many believe that e-commerce is about making money from Web transactions, it's really about using the Web to make money. In some circumstances, e-commerce may involve financial transactions that are conducted electronically. For example, purchasing an image online that is delivered online to the consumer. Or paying online for parking fines or registering for a course. In other circumstances, e-commerce may involve paying online for a product or service that is delivered offline. For example, purchasing a book, research study or music CD where the purchase is made online but the product is delivered offline. In further situations, the transaction may involve marketing or promotion online while payment or delivery of the product or service is made offline. For example, a library may promote its research services in its Web site, however you must telephone the library to make your research request and pay by credit card on the telephone. As e-commerce continues to rapidly evolve, we see more and more uses of the Internet which help GLAMs and others gain financially. In this half day workshop, participants will examine how governments, libraries, archives and museums are selling content and services on the Net, assess and establish your digital goals, and develop their own e-commerce and online strategy..

<http://www.copyrightlaws.com/seminfo.html>

Contact: Brenda Shield. Phone: (613) 232-9625, ext. 318 Email: [bshields@cla.ca](mailto:bshields@cla.ca)