

6-4
BASIC ARCHIVAL WORKSHOP

This two-day workshop, "Planning for a Successful Archival Program," is co-taught by an archivist working with public records and an archivist working with historical manuscripts.

The workshop addresses three major questions:

- 1) What are archives and manuscripts and why are they important?
- 2) How do we preserve and make them available?
- 3) What is needed to create an archival program?

Among the topics discussed are: archival principals and methodology, developing a collection policy, relationship between archives and records management, selecting an archivist, donor relations, legal issues, planning programs of arrangement and description, access policy, security, conservation concerns, facilities management, financial resources, outreach. (Note: This workshop is not a practicum on how to arrange and describe records.)

The Education Committee is responsible for:

- a. Standardizing the teaching materials: course outline, handouts, workshop exercises, etc.
- b. Engaging the two instructors, with attention to rotating one member of the team each time so as to build up a pool of qualified workshop leaders.
- c. Providing workshop support in the areas of publicity (brochures, flyers, program text/inserts, newsletter articles), registration, preparation of workshop handouts and packets, and purchase of display publications.
- d. Arranging with the Local Arrangements Committee for rooms, breaks, audio-visual needs.

Expenses paid for workshop instructors include a \$200 honorarium for each instructor, travel expenses, meals and incidental expenses up to \$35 per day, and workshop supplies. Receipts are forwarded to the Chair of the Education Committee, who will submit a Reimbursement Claim Form to the Treasurer for each workshop instructor.

Exhibits:

- Workshop flyer
- Workshop application form
- Workshop brochure (if created)

Related Sections: Education Committee