

FALL 2011 WORKSHOP - NUTS AND BOLTS: ARCHIVES BASICS

The Society of Indiana Archivists and the State Historical Records Advisory Board of Indiana (SHRAB) invites you to join us for our Fall Workshop, **Nuts and Bolts: Archives Basics**

When: Friday October 7, 2011: 9:00 AM- 4:30 PM

Where: DePauw University, Prindle Institute, Greencastle, Indiana

Cost: \$30 for members, \$40 for non-members

Our workshop will focus on “accidental archivists” or new archivists—some who perhaps have been assigned archives work and are not sure what to do now. In the morning session, everyone will have a chance to work with actual collections in small groups. There will be plenty of opportunities to get your questions answered and discuss best practices. The afternoon will be devoted to management issues that might surprise you: creating a finding aid to aid users in discovering the collection, working with patrons, working with donors, digitizing your first collection, and marketing.

Participants of the workshop can earn both LEUs and ACAs for attending.

SIA Fall Workshop Agenda: Nuts and Bolts: Archives Basics

October 7, 2011

8:30-9:00 AM: Registration and Coffee

9:00 AM: Introductions: SIA President Wes Wilson for SIA and participants will briefly introduce themselves-names and institutions

9:15 AM: Jane Gastineau, Lincoln Librarian at the Allen County Public Library, speaks about becoming an Accidental Archivist. A discussion of one who has no formal archival training but finds themselves taking care of historical collections.

9:30 AM: So Now You’re an Archivist: Diving Right In - Brief introduction by Education Committee and break into groups to start processing sample collections. Education Committee members will facilitate.

11:00: Come back together and discuss the experience.

11:30: Break For Lunch: Talk with Indiana State Archivist Jim Corridan

Lunch can only be provided to those who pre-register for the conference. Onsite registrations cannot be provided with a lunch.

Afternoon theme is “So I’ve processed a collection now what”

1:00: Jennifer Whitlock, Indianapolis Museum of Art: Best Practices for Finding Aids. A discussion of just how to write finding aids – the guides for users of archival collections. Also will include how to construct them so that they are the most usable for the end consumer: the researcher.

1:45: Alison Stankrauff, Indiana University South Bend: Working with Patrons. A discussion of how to create the best relationship with all users – from those in your community to researchers who access your collections remotely from the internet, social media, etc.

2:15: Jennifer Greene, University of Southern Indiana: Working with Donors. A discussion of how to most effectively work with the people who give you the 'stuff' – the collections – of the archives. The discussion will touch on how to effectively keep those relationships strong through time.

2:45: Break

3:15: Anne Thomason, Earlham College: Digitizing Your First Collection. A discussion of considerations in digitization – the how-tos. Will include an overview of the most current technologies in digitization.

4:00: Carol Street, Ball State University: Guerilla Marketing for Archives. A discussion of how to make your public know about just what you have-and which media make the most sense to market them-so that the maximum amount of people know about your collections.

4:30: Adjourn. Optional Tour of DePauw University Archives.