

Basics of Archives Workshop

CDLC's Documentary Heritage Program (DHP) Basics of Archives Workshop

- When: Wednesday, June 22, 2011, 10:00 am-4:00 pm
- Where: Brookside Museum, 6 Charlton St, Ballston Spa, NY 12020
- Fee: \$10.00 (lunch on your own)

Description: The Basics of Archives workshop is for people who work with historical records but are not trained archivists. It is especially helpful to staff and volunteers at small institutions.

The workshop will touch on:

- What historical records are-and aren't.
- How to decide what to keep so you have historical records that people want to use.
- How to make sure you have legal title to your collections.
- How to handle collections when you get them so you know what you've got and where it's at.
- How to protect your collections from theft.
- How to deal with copyright issues.
- What tools you need to create to help users find the information in your collections.
- How to take care of historical records so they are preserved and can be used in the future.
- How to let people know what you have and how to get people excited about using your collections.
- And-where to go when you need help!

To register for this workshop send the form below and your check for \$10 (made out to CDLC) to Susan D'Entremont, Regional Archivist, CDLC, 28 Essex Street, Albany, NY 12206. **Registration deadline is Thursday, June 16, 2011.**

This program is sponsored by the Capital District Library Council and supported in part by Documentary Heritage Program (DHP) funds provided by the New York State Archives, State Education Department.

Directions and lunch information on reverse.



Basics of Archives Workshop Registration Form

Name

Institution

Phone

E-mail Address (for confirmation)

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Directions to Brookside Museum/Saratoga County Historical Society

The building is at the end of Front Street, at the intersection of Fairground Ave, Front Street and Charlton Street. If the lot is full, parking is available on Front Street and Charlton Street, both of which are close to the museum.

FROM THE NORTH

I-87 to Exit 12

Right onto Route 67

Right onto Route 50 into the Village of Ballston Spa

Left onto Front Street

FROM THE SOUTH

I-87 to Exit 12

Left onto Route 67

Right onto Route 50 into the Village of Ballston Spa

Left onto Front Street

Need other directions? Please call Brookside at 518-885-4000 or email info@brooksidemuseum.org

Lunch

Lunch is not included in the price of the workshop. Brookside Museum has a refrigerator available to store lunches brought from home. There are also take-out restaurants and sandwich shops within walking distance of the museum.