

Please fill out the information below so that we may contact you about hosting or attending a workshop.

Name

Institutional Affiliation

Address

Phone

Email

## ***Society of Ohio Archivists— SOA***

Founded in 1968, the Society of Ohio Archivists' mission is to exchange information, coordinate activities, and improve professional competence in Ohio's archives and manuscript repositories. Membership in the society is open to the public, and we invite anyone with an interest in archives and manuscripts to join.

For more information, visit us on the web at:  
[Http://www.ohioarchivists.org](http://www.ohioarchivists.org)



### ***Society of Ohio Archivists***

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***Society of Ohio  
Archivists***



*Archives  
Workshops*



*See what SOA can do for you!*

## Workshops in brief



**101—Introduction to Archives**— Examines the challenges of being an archivist. Basic information and skills needed to collect, appraise, process, describe and service archival collections.

All day. Fee: \$30.00

**201—Archival Appraisal**— Evaluating archival/manuscript collections and the costs involved. Collection policy, physical condition and historical significance of collections, and preparation for public use. Does not cover monetary value of collections.

3 hours. Fee: \$20.00



**202—Outreach**— Improving outreach techniques.

Learn your institution's strengths and how to make the most of them. Who is your audience? Partnering Getting collections and funds.

3 hours. Fee: \$20.00

**203—Arrangement and Description**— Processing principals. Intellectual and physical requirements or accurately arranging and describing collections.

3 hours. Fee: \$20.00



**205—Security: Or how to be paranoid!** — Covers all the basics of protecting your collections from theft, fire, flood, vermin and pests.

Everything you need to know and more. Creating security policies and disaster recovery plans.

3 hours. Fee: \$20.00

**206—Rare books and the archives**—

If you have such creatures and don't know what to do with them. Learn a brief history of the book and printing, early book construction, cataloging and processing rare books, and their place in archival collections. We will use books from your own collection, if available.



3 hours. Fee: \$20.00

**207— Records Management**—The basic skills of inventorying office records and providing schedules of retention and disposal. Legal issues, space and storage, and working with the people who produce the records.

3 hours. Fee: \$20.00

**209—The basics of MARC cataloging for archives**—

Learn the MARC fields for archives. Where they go, how to find what you need, and what the essential records are for archives MARC cataloging .

3 hours. Fee: \$20.00

**210—Preservation Basics**—What to do, what not to do. Document cleaning, Mylar encapsulation, humidity chambers, and other basic techniques for preserving your rare/fragile items.



Includes how-to instruction as well as hands-on work .

All day. Fee: \$45.00

**211—Finessing the Big Move** — When you have to move or relocate your collections, what do you need to know and do to make it work? Find out from the people who've been there.



3 hours. Fee: \$20.00

**212—Managing Photographic Collections**—Learn how to identify, preserve and manage still and moving images using examples from public and private sources. Bring in your unusual and unidentifiable pictures. Hands on!

3 hours. Fee: \$20.00

**301—Digitizing Historic Collections** —Selection and development of digital resources for preservation and access. Criteria for scanning. Standards for metadata. Watermarking and security. Learn the basics of "going digital" in three short hours.

3 hours. Fee: \$20.00



**302—Grant Writing: How to find and get the money you need**—Learn what resources are available to get you the funds needed to support and grow your institution. 3 hours. Fee: \$20.00

**303—Management Issues**—Planning; supervising volunteers, employees, and others; dealing with ruling boards; balancing the paperwork deluge with your other duties.

3 hours. Fee: \$20.00



Reply Form: Fill out both sides and return to address on reverse.

Which workshops are you interested in taking or hosting?

- |                                                  |                                                    |
|--------------------------------------------------|----------------------------------------------------|
| <input type="checkbox"/> 101 – Intro to Archives | <input type="checkbox"/> 209 – MARC cataloging     |
| <input type="checkbox"/> 201 – Appraisal         | <input type="checkbox"/> 210 – Preservation Basics |
| <input type="checkbox"/> 202 – Outreach          | <input type="checkbox"/> 211 – Moving              |
| <input type="checkbox"/> 203 – Arrangement...    | <input type="checkbox"/> 212 – Photo Preservation  |
| <input type="checkbox"/> 205 – Security          | <input type="checkbox"/> 301 – Digitization        |
| <input type="checkbox"/> 206 – Rare Books        | <input type="checkbox"/> 302 – Grant Writing       |
| <input type="checkbox"/> 207 – Records Mgmt.     | <input type="checkbox"/> 303 – Management          |

Would your institution be interested in hosting a workshop for SOA?  
Provide information on reverse.

- Yes  No

Comments: Please share any comments you have about these workshops or ideas for new workshops.

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Note: We cannot schedule a workshop for any less than ten people in one location.