

## Basics of Archives Workshop

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

- When: Friday, November 13, 10:00 am-4:00 pm
- Where: Crandall Public Library, Glens Falls.
- Fee: \$22.00 (includes lunch)

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 \$22 (made out to CDLC) to Susan D'Entremont, Regional Archivist, CDLC, 28 Essex Street, Albany, NY 12206.

**Registration deadline is November 5, 2009.**



### Basics of Archives Workshop Registration Form

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Name

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Institution

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Phone

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E-mail Address (for confirmation)