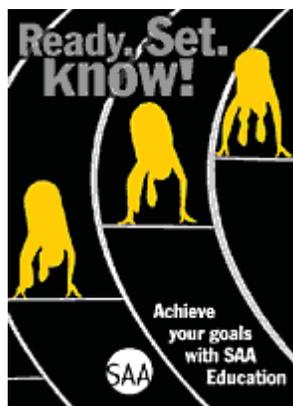



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Boston 2004 Preconference Programs

For in-depth coverage of archival topics of special interest to you, enhance your conference experience by attending a 1- or 2-day workshop or seminar—and return to work brimming with new ideas and approaches! To ensure interaction between the instructor(s) and participants, class size is limited. For individual Pre-conference Program fees, see side 2 of the Registration Form.

Monday, August 2

Building Digital Collections

Tufts University

9:00 am – 5:00 pm

Are you responsible for planning and implementing digitization projects at the beginning and intermediate level? Before you begin, it's important to understand the basic steps that are essential to successful implementation of your collection development or access project. This seminar provides an overview of basic decisions you must make before you start and while you are developing digital collections and a digital collection repository program.

Instructors:

Gregory Colati, Director, Digital Collections and Archives and University Archivist, Tufts University
Anne Sauer, Assistant Archivist, Tufts Digital Collections and Archives
Jessica Branco, Project Coordinator, Tufts Digital Collections and Archives

For more info, [click here](#).

Leaky Pipes and Broken Windows

Boston Park Plaza Hotel

9:00 am ø 5:00 pm

Disasters of all types can hit your archives or library at any time! Most of these disasters involve water damage and result from broken or leaky pipes, fire hoses, frozen sprinkler heads, or floods. Are you prepared? Test your reactions and responses to such a disaster in an environment that simulates what you might really encounter! Then address the issues that are critical to developing a disaster preparedness plan that is applicable to all types of disasters.

Instructor:

Gregor Trinkaus-Randall, Preservation Specialist, Commonwealth of Massachusetts Board of Library Commissioners.

For more info, [click here](#).

Monday and Tuesday, August 2-3

Administration of Photographic Collections

Boston Park Plaza Hotel

9:00 am ø 5:00 pm

How can you ensure that photographic records—some of the most heavily used documents in museums and archival repositories—are preserved for future exhibitions and research while you strive to provide maximum access at the same time? This 2-day workshop shows you how to administer photographic collections effectively!

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[Information on Student Poster Session](#)

[Getting Around Boston](#)

[Boston Tourism Links](#)
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Instructors:

Laurie Anne Baty, Deputy Director, Division of Collections, U.S. Holocaust Memorial Museum

Martha R. Mahard, Curator, Historic Photographs and Special Visual Collections, Fine Arts Library, Harvard College Library

For more info, [click here](#).

Copyright: The Archivist and the Law

Boston Park Plaza Hotel

9:00 am - 5:00 pm

This 2-day workshop will provide you with the basis for administration of copyright in daily archival work. The instructor will bring you up to date on issues you need to track in the current age of information commerce including an assessment of the bad news and the good news in the Supreme Court's Eldred decision.

Instructor:

William J Maher, University Archivist and Professor of Library Administration, University of Illinois at Urbana-Champaign.

For more info, [click here](#).

Archival Perspectives on Digital Preservation

Boston Park Plaza Hotel

9:00 am - 5:00 pm

How do you make the connection between fundamental archival principles and the idea of "digital preservation" as it has evolved since 1996? Come to this advanced seminar to find out. Drawing on a growing technical literature defining digital preservation requirements, the instructor explores with participants how concepts such as integrity, authenticity, and trust are embedded in specific digital preservation development programs, including the work of OCLC/RLG, InterPARES, and selected European initiatives.

Instructor:

Paul Conway, Director of Information Technology Services, Duke University Libraries.

For more info, [click here](#).

Encoded Archival Description

Boston Public Library

9:00 am - 5:00 pm

Here's the workshop that gives you the one-on-one instruction and hands-on practice you need to bridge the digital divide! Get acquainted with the language of SGML and XML and practice with XMetal authoring software. This workshop covers the most up-to-date EAD version! Copies of EAD Tag Library and EAD Application Guidelines are included in your workshop fees.

Instructors:

Kris Kiesling, Head, Department of Manuscripts and Archives, Harry Ransom Humanities Research Center, University of Texas at Austin;

Michael J Fox, Assistant Director, Library and Archives, Minnesota Historical Society.

For more info, [click here](#).

Tuesday, August 3

Oral History: From Planning to Preservation

Boston Park Plaza Hotel

9:00 am - 5:00 pm

Is there a successful oral history interview or project in your future? This workshop provides you with a basic overview of oral history and its integration into archives and manuscript collections. Topics include project development, recording equipment, tape storage, videotaping oral history, and an evaluation of newer recording formats.

Instructor:

Fred Calabretta, Associate Curator and Oral Historian, Mystic Seaport Museum, Mystic, Connecticut

For more info, [click here](#).

Designing Usable Web Sites

Boston Park Plaza Hotel

9:00 am – 5:00 pm

Are you interested in designing or evaluating your Web site? Have you been wondering how you can convey your archives'/special collection's message and information more effectively? This workshop examines the psychological principles behind successful, user-friendly sites and challenges you to incorporate these principles into new or existing sites through various design features.

Instructor:

Elizabeth Yakel, Assistant Professor, School of Information, University of Michigan.

For more info, [click here](#).

Preserving Digitally Signed Documents: Technical, Legislative, and Policy Responses

Boston Park Plaza Hotel

9:00 am – 5:00 pm

Does this sound familiar? "Archival institutions have had to respond to the deployment of a new security technology aimed at ensuring the integrity and authenticity of electronic records, digital signatures, and the underlying necessary public-key infrastructures (PKI)." This seminar provides you with an overview of the regulations and policies that some archival institutions have developed to ensure the long-term preservation of digitally signed documents...an area of growing concern to the archival profession!

Instructor:

Jean-François Blanchette, Postdoctoral Fellow, InterPARES 2 Project, School of Library, Archival and Information Studies, University of British Columbia

For more info, [click here](#).

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