

The Basics of Archives will help you with your...



Archives

- ❑ Boxes of disorganized papers
- ❑ Moldy records
- ❑ Missing maps
- ❑ Old schoolbooks
- ❑ Other documents that you just don't know what to do with

These issues and more face the staff and volunteers who work in historical societies, libraries, museums, and archives every day!



The Basics of Archives can help you learn how to deal with these challenges.

Funding for Washington Archives Month Basics of Archives workshops is provided by the Washington State Historical Records Advisory Board (WSHRAB) and the National Historical Publications and Records Commission.

This workshop was developed with funding from the federal Institute of Museum and Library Services (IMLS). The project was administered by the American Association for State and Local History and staffed by



Washington State Historical
Records Advisory Board,
Washington State Archives,
National Archives Pacific-Alaska
Region, Center for Pacific
Northwest Studies and the
Heritage Resource Center



A PRACTICAL, ONE-DAY WORKSHOP
FOR THOSE WHO WORK WITH
HISTORICAL RECORDS
BUT ARE NOT TRAINED ARCHIVISTS!

FREE WORKSHOPS:

Friday, October 10, 2008
at Washington State Archives
Northwest Branch, Bellingham

Wednesday, October 15, 2008
at National Archives
Pacific-Alaska Region, Seattle

Friday, October 24, 2008
at Mid-Columbia Library,
Kennewick Branch

Tuesday, October 28, 2008
at Washington State Archives
Digital Archives, Cheney

All Workshops: 9 a.m. to 4 p.m.

The Basics of Archives is for people who work or volunteer in organizations that deal with the past—whether it's a museum, historic house, the city clerk's office, the library's local history room, a historic site, or a college archives. You'll get practical advice, sample forms and policies, and learn basic



practices you need to follow so that you can collect, protect, and help people use the historical treasures in your care.

In this workshop you'll learn:

- What historical records are—and aren't.
- How to decide what to keep.
- How to make sure you have legal title to your collections.
- How to handle collections when you get them so you know what you have and how to locate collections.
- 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 to ensure their preservation and accessibility into the future.
- How to let the public know what you have and how to get people excited about using your collections.

The Basics of Archives Workshop

Do you need to take care of historical records—but you're not a trained archivist?

What's the right thing to do with those diaries, cassette tapes, hand-drawn maps, tin-type photographs, and family letters in your collection?

Where can you go to get advice?

Register for the free Basics of Archives workshop near you. **Pre-registration is required, and enrollment is limited.** Directions and parking information will be available upon registration.

Friday, October 10, 9 am-4 pm

Washington State Archives NW Region, Bellingham

Wednesday, October 15, 9 am-4 pm

National Archives Pacific-Alaska Region, Seattle

Friday, October 24, 9 am-4 pm

Mid-Columbia Library, Kennewick

Tuesday, October 28, 9 am-4 pm

Washington State Digital Archives, Cheney

Instructors:

Experienced archivists volunteered by member organizations of the Washington State Historical Records Advisory Board will instruct your class.

About WSHRAB:

The Washington State Historical Records Advisory Board serves the public as the central advisory board for historical records projects and plans and provides leadership and guidance to help ensure the identification, preservation, and use of the state's historical records: <http://www.secstate.wa.gov/archives/wshrab.aspx>

Register by October 1:

Telephone, e-mail or fax your information to:
Mark Vessey, Heritage Resource Center
360-586-0219, Fax 360-586-8322
mvessey@wshs.wa.gov



WORKSHOP REGISTRATION

REGISTER WITH MARK VESSEY

Heritage Resource Center
Phone 360-586-0219
Fax 360-586-8322
mvessey@wshs.wa.gov

CHOOSE YOUR WORKSHOP

BELLINGHAM: Oct. 10, 9 am-4 pm

SEATTLE: October 15, 9 am-4 pm

KENNEWICK: Oct. 24, 9 am-4 pm

CHENEY: October 28, 9 am-4 pm

Please register the following
for the Basics of Archives Workshop:

NAME

TITLE

ORGANIZATION

ADDRESS

CITY/STATE/ZIP

PHONE

E-MAIL ADDRESS