

ARRANGEMENT & DESCRIPTION WORKSHOP

Presented by

Arrangement & Description: Fundamentals

Santa Fe, NM | May 18-19, 2020

New Mexico State Records Center & Archives

SAA Instructors: Pam Hackbart-Dean & Anne Ostendarp



**SOCIETY OF
American
Archivists**

This two-day course introduces the basic principles, concepts, and tools that archivists use to establish both physical and intellectual control over archival records. These include developing accession records and processing work plans; identifying common arrangement schemes for certain types of collections, as well as various formats; and how to physically organize materials during processing. You will also learn the essential elements of a finding aid and the major descriptive standards that support these elements. Particular emphasis will be placed on the day-to-day decisions made in arranging and describing archival materials. You'll also participate in a set of exercises designed to emphasise the principles and concepts of arrangement and description.

Who should attend?

New archives professionals and graduate students in archival programs who have little or no experience in the arrangement and description of archival records; it can also be taken as a refresher course for those who have not kept abreast of changing standards and practices.

What should you already know?

Participants are expected to have basic archival training and education.

Register for the workshop by visiting:

https://mysaa.archivists.org/nc__event?id=a010b00000EMycMAAT

Registration fee:

Early-Bird / Regular

SAA Member: \$299 / \$369

Employee of SAA Member Institution: \$359 / \$449

Nonmember: \$419 / \$529

SAA Contact:

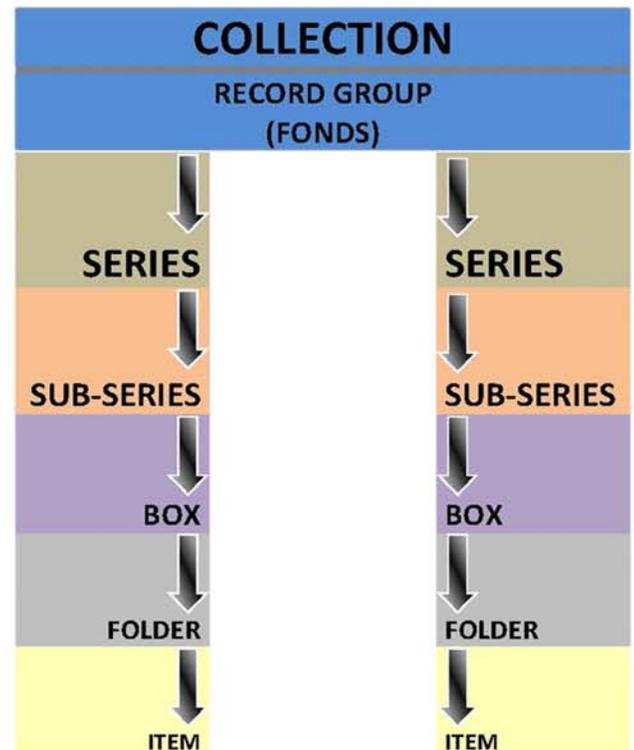
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