

SIA Fall Workshop 2011 - Final Report

Formulation of Team:

Education Committee Chair Alison Stankrauff grew the Committee by two people: Jennifer Whitlock of the Indianapolis Art Museum as well as Carol Street of Ball State University. This brought the Committee to a total of five – including Anne Thomason of Earlham College and Jennifer Greene of University of Southern Indiana. The work of the Education Committee – planning both the Fall Workshop and the Pre-Conference Workshop of the annual conference – requires five persons to adequately all of the logistics of planning the events.

The Committee worked together quite well!

Formulation of Theme:

The Committee discussed this together – as well as in concert with the SIA Board. A few ideas were considered for a theme. What was finalized on was an archival basics/archival how-to workshop: Nuts and Bolts: Archives Basics.

Jane Gastineau of the SIA Board was secured to start the Workshop for the day, speaking on being an ‘Accidental Archivist’.

The rest of the Committee filled in as the presenters at the Workshop – agenda follows this short report.

The Committee realized that – given the theme – we wanted to gauge the level of familiarity – or lack thereof – of attendees with archives; as well as their level of archival training (or again, lack thereof).

Formulation of Public Relations Contacts:

A previously constructed PR list was used – which is an augmented list of CoSA contacts, with generous additions of Indiana-specific contacts included – as well as some Greencastle-specific contacts.

The work of contacting the various organizations and listservs and social media spots was divided amongst the Committee members – and the Committee contacted all of them four times leading up to the Workshop.

A real effort was made to include contacts that were from related professions – like libraries and museums.

Local Arrangements:

Wes Wilson of DePauw University was spectacular in assisting with Local Arrangements!

DePauw's Prindle Institute is absolutely gorgeous – particularly in the Autumn. So many attendees kept exclaiming at the setting. What a treat!

We recommend that DePauw's Prindle Institute is a future setting for more SIA events!!

Further –

SIA was contacted – two weeks before the Fall Workshop – by the State Historic Records Advisory Board (SHRAB). SHRAB had tried to hold some of its own Fall workshops around the state – but had to cancel them due to low registration. Therefore, SHRAB contacted SIA, and SIA scrambled a bit to accommodate them. Ultimately it was a successful partnership – SHRAB paid for the (Delicious!) lunches – and State Archivist Jim Corridan spoke before the lunch hour to the attendees. It was felt that the fact that the State Archivist was a part of the program lent some cache to the program – and perhaps a pull for some to attend.

Post-Conference Content:

Alison Stankrauff was contacted by the Chair of the SAA Lone Arrangers Roundtable, requesting to post the content of the Workshop on the LAR site. Further, the SIA Board agreed to post the content on the SIA site. Lastly, an Iranian archivist, who saw the posting for the Workshop in the general SAA listserv, was eager to see this content too!

Registration Commentary:

There were a total of 56 registrants, which sets a new record in SIA Fall Workshop attendance. Attendees were from a diverse range of types of institutions and repositories – everything from historical societies to public libraries to county records offices to corporate archives to religious and academic settings.

Lessons Learned:

*It should be noted that getting LEUs from the State Library for public librarians and ACA credits should be continued – this was successful.

* We found that we *should* have had name tags!

* We found that we *should* have had hard copy materials on hand at the registration desk – including agendas of the day, speaker information, name tags (previously mentioned), hand outs that the presenters used in their presentations.

* We scrambled to pull together an Evaluation Form for the Workshop – and it was ably created and submitted the Monday after the Friday Workshop by Jennifer Whitlock via SurveyMonkey. She sent it out to all registrants. The Education Committee was able to review the comments – which are helpful for next year’s Fall Workshop formulation, as well as the Pre-Conference Workshop of the annual conference.

Lesson Learned: Create the evaluation form beforehand. Also Suggested: For SIA to have one consistent, generic SIA survey account. This way we’ll always know where to go – and be able to store multiple events’ surveys.

* It was suggested to email handouts to attendees before the Workshop – so that they could get a jump on the reading and content, and be prepared ahead of time.

* It was suggested to always include a blank spot in the registration form for the option to donate to SIA.

* It was suggested to include a list of the attendees to all registrants – with contact information. This will enable attendees to network with each other.

Fall 2011 Workshop - Nuts and Bolts: Archives Basics

The Society of Indiana Archivists and the State Historical Records Advisory Board of Indiana (SHRAB) invites you to join us for our Fall Workshop, **Nuts and Bolts: Archives Basics**

When: Friday October 7, 2011: 9:00 AM- 4:30 PM

Where: DePauw University, Prindle Institute, Greencastle, Indiana

Cost: \$30 for members, \$40 for non-members

[Register here](#)

Our workshop will focus on “accidental archivists” or new archivists—some who perhaps have been assigned archives work and are not sure what to do now. In the morning session, everyone will have an chance to work with actual collections in small groups. There will be plenty of opportunities to get your questions answered and discuss best practices. The afternoon will be devoted to management issues that might surprise you: creating a finding aid to aid users in discovering the collection, working with patrons, working with donors, digitizing your first collection, and marketing.

Participants of the workshop can earn both LEUs and ACAs for attending.

SIA Fall Workshop Agenda: Nuts and Bolts: Archives Basics

October 7, 2011

8:30-9:00 AM: Registration and Coffee

9:00 AM: Introductions: SIA President Wes Wilson for SIA and participants will briefly introduce themselves-names and institutions

9:15 AM: Jane Gastineau, Lincoln Librarian at the Allen County Public Library, speaks about becoming an Accidental Archivist. A discussion of one who has no formal archival training but finds themselves taking care of historical collections.

9:30 AM: So Now You’re an Archivist: Diving Right In - Brief introduction by Education Committee and break into groups to start processing sample collections. Education Committee members will facilitate.

11:00: Come back together and discuss the experience.

11:30: Break For Lunch: Talk with Indiana State Archivist Jim Corridan

Lunch can only be provided to those who pre-register for the conference. Onsite registrations cannot be provided with a lunch.

Afternoon theme is “So I’ve processed a collection now what”

1:00: Jennifer Whitlock, Indianapolis Museum of Art: Best Practices for Finding Aids. A discussion of just how to write finding aids – the guides for users of archival collections. Also will include how to construct them so that they are the most usable for the end consumer: the researcher.

1:45: Alison Stankrauff, Indiana University South Bend: Working with Patrons. A discussion of how to create the best relationship with all users – from those in your community to researchers who access your collections remotely from the internet, social media, etc.

2:15: Jennifer Greene, University of Southern Indiana: Working with Donors. A discussion of how to most effectively work with the people who give you the ‘stuff’ – the collections – of the archives. The discussion will touch on how to effectively keep those relationships strong through time.

2:45: Break

3:15: Anne Thomason, Earlham College: Digitizing Your First Collection. A discussion of considerations in digitization – the how-tos. Will include an overview of the most current technologies in digitization.

4:00: Carol Street, Ball State University: Guerilla Marketing for Archives. A discussion of how to make your public know about just what you have-and which media make the most sense to market them-so that the maximum amount of people know about your collections.

4:30: Adjourn. Optional Tour of DePauw University Archives.