



# Archives Without Tears

A practical two-day workshop for those who work with historical records

**SUMMER  
2012**

**July 17–18**

Presented by  
The Pennsylvania State Archives  
in partnership with:



Pennsylvania  
Historical & Museum  
Commission

[www.phmc.state.pa.us](http://www.phmc.state.pa.us)

**Archives Without Tears** is for those who work or volunteer in organizations that deal with the past—whether it's a museum, historical society, historic house, city clerk's office, library, historic site, church, or college archives. You'll receive practical advice, sample forms and policies, and learn basic, valuable practices for collecting, preserving, and assisting researchers with the historical treasures in your care.

## Day One:

### The Basics of Archives

- What historical records are—and are not
- Retaining historical records that people want to use
- Managing, receiving, and evaluating collections
- Protecting your collections from theft
- Dealing with copyright issues
- Tools to help users find information
- Processing and arrangement
- Communicating what you have and how to generate interest about your collections
- Where to find help, grants, and other resources

### Records Management

- Take control of your records
- Common mistakes
- Know what you have and where it is
- Reduce the cost of making records
- Assure the survival of long-term records

## Day Two:

### Disaster Planning for Historical and Essential Records

- Am I prepared for the unexpected?
- What do I do when the water pipes break?
- Can my records be saved? Can they be restored?
- What supplies do I need when a disaster strikes?
- What are essential records? How do I identify them?
- Are my essential records backed up? Where?

### Photographs and Special Media Care

- Identification of various formats and processes
- Housing, storage, and reproduction considerations



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## REGISTRATION

Full Registration (both days) **\$27**  
Partial (one day) **\$16**

**July 17-18**

**Penn State Harrisburg, Harrisburg, PA**  
*Registration closes July 13 limited to 40 attendees.*  
 Full Registration (both days) Partial:  July 17  July 18

### Workshop Dates and Locations

**July 17-18**

**Penn State Harrisburg Library**  
351 Olmstead Drive, Middletown , PA  
17057-4850  
Morrison Gallery and Library Classroom 106  
Maximum registration is 40.  
Return registration by July 13.  
Register by check only payable to: *Penn State University* (address above)  
Contact: Jennifer Dimeler, JCD3@psu.edu,  
717-948-6079

**Please note:** There is a \$1/day fee included with registration for parking at Penn State Harrisburg, bringing the total to \$27 for both days, or \$16 for one day.

### Schedule

#### Day One

- 8:30 a.m.–12:00 p.m. The Basics of Archives
- 12:00 p.m.–1:00 p.m. Lunch  
*(included with registration)*
- 1:00 p.m.–3:30 p.m. The Basics of Archives  
*(continued)*
- 3:30 p.m.–3:45 p.m. Break
- 3:45 p.m.–4:45 p.m. Records Management Overview

#### Day Two

- 8:30 a.m.–12:00 p.m. Disaster Planning for Historical and Essential Records
- 12:00 p.m.–1:00 p.m. Lunch  
*(included with registration)*
- 1:00 p.m.–4:00 p.m. Photographs and Special Media Preservation

### Presenters

**Jerry Ellis** is a PHMC archivist who specializes in records management, disaster planning, essential records protection, and archival procedure training.

**Linda Ries** is a nationally known historian of photography and has been an archivist with the Pennsylvania State Archives since 1979. She is currently head of PHMC's Arrangement and Description Section.

**Joshua Stahlman** is an archivist with PHMC's Arrangement and Description Section well versed in community outreach, digitization, disaster response and mold prevention and management. He is also experienced with the needs of private historical records repositories.

Amount \$

Name \_\_\_\_\_

Title \_\_\_\_\_

Organization \_\_\_\_\_

Mailing Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone Number \_\_\_\_\_ E-mail \_\_\_\_\_

Credit Card Number \_\_\_\_\_  VISA  MASTERCARD

Expiration \_\_\_\_\_

Special Dietary Considerations \_\_\_\_\_