2011 Annual Meeting
Real World Solutions: Policies, Procedures and Technology for Archives

Thursday, November 3

8:30 – 9:00   Registration, Breakfast & New Faces Meet-up **(Georgia Archives Atrium)**

9:00 – 9:15   Opening remarks **(NARA Morrow/Clayton Room**)

9:15 – 10:00   Keynote Address – Christopher J. Prom, University of Illinois Archives **(NARA Morrow/Clayton Room)**

"Making Digital Preservation Practical"

Reflecting on his journey as an archivist, researcher, and blogger, Chris Prom will demonstrate how your archives can take immediate and practical steps to acquire, arrange, preserve, and provide access to born-digital materials. By linking traditional archival functions to specific tools and services, any archivist can begin to develop the skills and competence that will allow his or her repository to flourish in the digital age.

10:00 – 10:30 Break & Vendor Visits **(GA Archives Atrium)**

10:30 – 11:45 Sessions 1 & 2 **(GA Archives Room 210-212 & NARA Morrow/Clayton Room)**
11:45 – 12:30   Roundtables for session 1 & **2 (GA Archives Room 210-212 & NARA Morrow/Clayton Room)**

12:30 – 1:15   Lunch **(NARA Lobby)**

1:15 – 2:00   Business Meeting and address by David W. Carmicheal **(NARA Morrow/Clayton Room)**

2:00 – 2:15   Break & Vendor Visits **(GA Archives Atrium)**

2:15 – 3:30   Sessions 3 & 4 **(GA Archives Room 210-212 & NARA Morrow/Clayton Room)**
3:30 - 4:15   Roundtables for session 3 & 4 **(GA Archives Room 210-212 & Tour of Georgia Archives HVAC system)**

4:00 – 4:30   Vendor Visits & Mentor/Mentee meet and greet **(GA Archives Atrium)**

4:30 – 7:30   Reception **(NARA Lobby & Morrow/Clayton Room)**

Friday, November 4

8:30 - 9:00   Registration, Breakfast & Poster Session **(GA Archives Atrium)**

9:00 - 10:15   Sessions 5 & 6 **(GA Archives Room 210-212 & NARA Morrow/Clayton Room)**

10:15 - 10:30   Break **(GA Archives Atrium)**

10:30 - 11:45   Sessions 7 & 8 **(GA Archives Room 210-212 & NARA Morrow/Clayton Room)**
11:45 - 12:30   Roundtables for sessions 5, 6, 7 & 8 **(GA Archives Room 210-212 & NARA Morrow/Clayton Room)**

End of Conference

Annual Meeting Sessions

Session #1: A Delicate Balance: Developing Access Policies Amidst Conflicting Priorities (GA Archives Room 210-212)

This session will address the challenges faced when creating policies about access. The panel will consider issues such as the balance between access, preservation, and security; access to original documents that have been reproduced or transcribed; and providing reference on unprocessed materials. The panel will also discuss best practices in place at each of their repositories.

Presenters:
Renna Tuten, University of Georgia
Sue VerHoef, Atlanta History Center
Anne Smith, Georgia Archives

Moderator: Liz Chase, Emory University

Date/Time: Thursday, November 3, 10:30 – 11:45 am
Roundtable: Thursday, November 3, 11:45 am – 12:30 pm

Session #2 Who Wants to Give Us What?! Navigating Collection Development and Donor Relations (NARA Morrow/Clayton Room)

Description: Sound collection development practices and donor relations go hand in hand when it comes to adding to your institution's holdings. Panelists will address using Web 2.0. tools for collection development as well as donor outreach. They will also discuss the ethics involved in collecting and donor relations in a time when collecting archival materials is big business. Finally, they will address developing policies and collection procedures that will guide your institution through the complex legal, technical, and (sometimes) emotional intricacies involved negotiating for and acquiring collections.

Speakers:
Jessica Lacher-Feldman, University of Alabama
Pam Hackbart-Dean, Southern Illinois University
Kerrie Cotton Williams, Auburn Avenue Research Library

Moderator:
Wesley Chenault, Virginia Commonwealth University

Date/Time: Thursday, November 3, 10:30 – 11:45 am
Roundtable: Thursday, November 3, 11:45 am – 12:30 pm

Session #3 - Social Media and Archives: Promoting Your Institution in the Digital Age (NARA Morrow/Clayton Room)

Description: Facebook, Twitter, Blogs, and other social media have emerged as valuable communication tools for archivists and museum professionals. This session will present ideas for developing engaging and participatory online experiences and delivering content to drive interaction and retention. Presenters will share their recommendations for building an online audience, allocating time and resources for content development, and developing social media policy for your institution.

Speakers:
Jamal Booker – Coca-Cola Company
Trevor Beemon – Atlanta History Center

Moderator:
Donnie Summerlin – Digital Library of Georgia

Date/Time: Thursday, November 3, 2:15 – 3:30 pm
Roundtable: Thursday, November 3, 3:30 – 4:45 pm

Session #4 – Sustainable Preservation Practices: Climate Control (GA Archives Room 210-212)

Description: Based in part on the Image Permanence Institute's Sustainable Preservation Practices for Managing Storage Environments seminar, this session will feature a presentation of the basics of climate control based on the latest research and practice among leading museums and libraries. In addition, the session will advise attendees on facilities management. The session will conclude with a tour of the HVAC systems at the Georgia Archives.

Speakers:
Tina Seetoo, Conservator and Adam Parnell, Assistant Director of Facilities- The Georgia Archives

Moderator:
Teresa Burk, SCAD Atlanta

Date/Time: Thursday, November 3, 2:15 – 3:30 pm
Roundtable: Thursday, November 3, 3:30 – 4:15 pm

In place of a roundtable break out session, Adam Parnell, Assistant Director of Facilities will host a tour of the HVAC systems at the Georgia Archives

Session #5 – Digital Preservation...Preserving Digital Access (NARA Morrow/Clayton Room)

Description: Digital preservation in a lot of ways means the preservation of digital access. Thus preservation and access strategies encompass many facets that call for comprehensive strategies and solutions. This session will provide solutions for issues such as metadata creation for the administration, discovery, and preservation of digital objects and using tools to automate this work. In addition, presenters will offer advice in developing and implementing a policy for naming conventions to provide a flexible and expansive system of metadata management that can be linked into indexing systems.

Speakers:
Richard Pearce-Moses – Clayton State University
Harold Thiele – Valdosta State University

Moderator:
Deborah Davis, Valdosta State University

Date/Time: Friday, November 4, 9:00 – 10:15 am
Roundtable: Friday, November 4, 11:45 am – 12:30 pm

Session #6 "Nothing's Perfect in Processing: Implementing MPLP and DACS to Create Access" (GA Archives Room 210-212)

Description: This session addresses the emerging standards of DACS and MPLP for arranging and describing collections. Learn the tools and resources for best practices, as well as how to write and implement policies and manuals to establish institutional standards.

Speakers:
Cheryl Oestreicher, Auburn Avenue Research Library
Paul Crater, Atlanta History Center

Moderator:
Sara Saunders, Jimmy Carter Presidential Library

Date/Time: Friday, November 4, 9:00 – 10:15 am
Roundtable: Friday, November 4, 11:45 am – 12:30 pm

Session #7 - 'A Digital Projects Primer'
(NARA Morrow/Clayton Room)

Description: This session will address the challenges posed by digitization for the small to medium sized archives. The goal is to cover realistic but low-cost solutions an institution can develop for a digital imaging project. The topics addressed will include content selection; scanning-equipment, software, standards, etc; metadata; content delivery; search and hosting options.

Speakers:

Robin Dale – Lyrasis
Jill Sweetapple - Dekalb History Center

Moderator:
Sheila McAlister – Digital Library of Georgia

Date/Time: Friday, November 4, 10:30 – 11:45 am
Roundtable: Friday, November 4, 11:45 am – 1:00 pm

Session #8 - "The Judgment of Solomon: Implementing Archivist's Toolkit or Archon" (GA Archives Room 210-212)

Description: Learn about real world implementation of these two open source products for managing archival finding aids. Speakers will not only discuss their projects, but lessons learned about policies needed for entry methods, descriptive standards and collaboration with IT staff.

Speakers:
Deborah Davis and Mike Holt- Valdosta State University
Christine de Catanzaro and Mandi Johnson - Georgia Institute of Technology

Moderator:
Bridget Lerette – Archdiocese of Atlanta

Date/Time: Friday, November 4, 10:30 – 11:45 am
Roundtable: Friday, November 4, 11:45 am – 12:30 pm