



New Hampshire Archives Group

Spring Meeting: Wednesday, May 16, 2007

[Seacoast Science Center](#): 570 Ocean Blvd., Rye, NH 03870
603-436-8043

*Directions to the Seacoast Science Center may be found through their website:
<http://www.seacoastsciencecenter.org>.*

We will be offering a choice of two, separately-priced, concurrent sessions:

REGISTRATION & WELCOME (9:00 - 9:30)

SESSION A (9:30 am - 12:00 pm; 1:00 pm - 4:30 pm) *Co-sponsored by [New England Archivists](#)*

“Introduction to Archives: Caring for Historical Records Workshop”

DARIA D’ARIENZO, Head of [Archives & Special Collections](#), Amherst College Library, Amherst, MA
ANNE OSTENDARP, Project Archivist, Amherst College Library, Amherst, MA

If you are responsible for the care of historical records, or interested in developing an historical records collection, or need to respond to the accumulation of records, this workshop is for you. It is especially useful for staff and volunteers working in libraries, museums, historical societies, or municipal governments who have responsibility for archival materials but no formal training in archival practice. Through a combination of lecture, group discussion, and exercises, participants will get an overview of the fundamentals of archival organization, including the basic principles and practices of identification, acquisition, preservation, arrangement, and description of historical records. The topics of access, reference, and outreach will be explored. This full-day workshop will help participants develop policies and procedures to manage archival collections. **This all-day workshop is limited to 20 registrants. Cost for NHAG/NEA members is \$50 (which will include lunch).**

SESSION B1 (9:30 am - 12:00 pm)

“Reference Workshop and Roundtable Discussion”

NORA MURPHY, Reference Archivist, [Institute Archives & Special Collections, MIT](#), Cambridge, MA.

Ms. Murphy is the immediate past president of [New England Archivists](#) and will be presenting on reference services for special collections. She will cover strategies for providing reference at your institution whether small or large, handling requests at a one-person shop and working with your patrons. Her one-hour presentation will be followed by a roundtable discussion on this and related topics.

PLENARY LUNCHEON & ANNUAL MEETING (12:00 pm - 1:00 pm)

SESSION B2 (1:00 pm - 2:00 pm)

“Behind-the-Scenes Tour of the Seacoast Science Center”

The Seacoast Science Center is a “must see” for anyone wishing to discover the natural treasures and rich history of coastal New Hampshire. The Center’s dramatic seaside setting, interpretive exhibits, and commitment to creating a memorable, personalized experience for each visitor sets it apart from other museums, aquariums and attractions. As a member of the [Granite State Distance Learning Network](#), the Seacoast Science Center is launching a series of new interactive learning programs - virtual field trips - that will be available to individuals and organizations throughout the state and beyond via videoconference technology.

SESSION B3 (2:00 pm - 3:00 pm)

“Roundtable Discussion of Educational Outreach Programs”

Session B cost for NHAG members is \$15 which will include lunch; \$20 for non-members.

Workshop Registration (includes lunch) – Check made out to NHAG

SESSION A: *“Introduction to Archives: Caring for Historical Records Workshop”*

____ NEA/NHAG Member: \$50

____ Non-NEA members: \$80 (includes NEA membership for one year)

SESSION B: *Reference Workshop, Roundtable Discussions and Behind-the-Scenes Tour*

____ NHAG Member: \$15

____ Non-Member: \$20

Name _____ Phone # _____

Institution _____

Mailing Address _____

E-mail Address _____

May we include your contact information in our membership directory? It will only be made available to NHAG members. _____

Please RSVP to Chris Pratt (spl@webryders.com).
Payments may be rendered at the meeting or mailed to:

Chris Pratt
Sullivan Public Library Archives
PO Box 92
Sullivan, NH 03445