

Saving the Future:

Photo Protection & Document Management—Now and Beyond

Place: Student Center, Fremont Room (SC103), Central Wyoming College, 2660 Peck Avenue, Riverton, Wyoming

Registration: \$15 for both days or \$10 for either day. Handouts will be provided.

Schedule:

Thursday, May 5

8:30 - 8:45 Registration
8:45 - 9:00 Welcome
9:00 - 4:00 Managing a Photo Collection and other types of audio-visual materials
Includes lunch and refreshments

Friday, May 6

9:00 - Noon Accessioning Historical Records: Where to Start
Includes refreshments

The deadline for registering is Monday, May 2.

The workshop is open to the public, but registration is required for attendance to the workshop.

The American Heritage Center (AHC) is the University of Wyoming's (UW) repository of manuscripts collections, rare books, and the university archives. The AHC sponsors a wide range of scholarly and popular programs including lectures, symposia, and exhibits. <http://ahc.uwo.edu>

The Wyoming State Historical Records Advisory Board (SHRAB) consists of public officials and private citizens who believe in the importance of preserving our state's records and in making them available for the public. <http://wyoarchives.state.wy.us/shrab>

Wyoming State Archives
2301 Central Avenue
Cheyenne, WY 82002

**Saving the Future:
Photo Protection &
Document Management—
Now and Beyond
May 5-6, 2011**

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May 5 - 6, 2011

Fremont Room (SC103)
Central Wyoming College
2660 Peck Avenue
Riverton, Wyoming

The State Historical Records Advisory Board (SHRAB) is co-sponsoring this workshop with the American Heritage Center, University of Wyoming, the Wyoming State Archives, and Central Wyoming College, Riverton. SHRAB is funded by a grant from the National Historical Publications and Records Commission (NHPRC), National Archives and Records Administration.

Wyoming State Archives

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Wyoming Department of State Parks & Cultural Resources



American Heritage Center
University of Wyoming

NHPRC

DOCUMENTING DEMOCRACY
National Historical Publications and Records Commission

Managing Photographs and Electronic Audio-Visual Materials

Thursday, May 5, 2011
9:00 am to 4:00 pm

Presented by John Waggener, Associate Archivist, American Heritage Center, University of Wyoming

Mr. Waggener's presentation will include a discussion on identifying the various audio-visual formats from film to videotapes and from reel-to-reel tapes to CD's, and identifying the various photographic types from the daguerreotype to the born-digital image. There will be a discussion on preservation techniques, arrangement and description within special collections, and he will also provide tools for the effective management and access to these materials.

Mr. Waggener has been a faculty archivist since 2001, where he works in the Reference Department assisting patrons. In his position, he specializes in audio, video, photographic, and map requests. Born a 5th generation Wyomingite in Green River, his passion for historic maps led him to his profession in archives after earning a BA in education and geography and an MA in geography from the University of Wyoming.

Accessioning Historical Records: Where to Start

Friday, May 6, 2011
9:00 am to Noon

Presented by William Hopkins, Collections Manager, American Heritage Center, University of Wyoming

Mr. Hopkin's presentation will focus on the fundamental role of accessioning and its function of establishing the base line record keeping and legal status for incoming archival collections. It will outline several topics including the manner in which archival collections should be treated at the accessioning level including appraisal, care and handling, accession logs and electronic databases.

The structure of the presentation is designed to be useful at whatever level of accessioning a particular institution has the resources for, and to provide useful information about approaches and methods to streamline workflow and accomplish as much as possible with limited budgets and personnel.

Mr. Hopkins oversees all aspects of the AHC's nearly 90,000 cubic feet of archival storage areas, as well as the environmental conditions of the other areas of the Center devoted to collection development and access. He's the designated liaison with the UW maintenance and security personnel tasked to caring for the Center's building, and maintains the AHC Emergency Response Plan.

Saving the Future: Photo Protection & Document Management—Now and Beyond

The registration deadline is Monday, May 2.

This event is open to the public. Space is limited, so registration is required for attendance to the seminar. Registration fees include Thursday lunch, refreshments both days, and all handouts. **Please send the registration form and a check made payable to Wyoming State Archives.**

Name

Organization (if applicable)

Address

Phone number

E-mail address

Please select: Thursday Friday Both days

To register by mail:

Wyoming State Archives
Attention Pat Newbern
Barrett Building, 2301 Central Avenue
Cheyenne, WY 82002

To register by fax:

(307) 777-7044

To register by e-mail:

Pat Newbern at pnewbe1@state.wy.us
who can also answer questions, (307) 777-8907.