You’re invited! A one-day educational workshop sponsored by the Society of California Archivists’ Education Committee and the California Digital Library

8:00 am to 5:00 pm
Tuesday, May 18 at Moffitt Library Room 350C, UC Berkeley, Berkeley, California
and
Friday, May 21, 2010 at Leatherby Libraries Room 305, Chapman University, Orange, California

Archivists' Toolkit 101

Are you interested in using the Archivists' Toolkit (AT) at your repository, but don’t know how to get started? Have you installed the software, but want a crash course on using it?

This one-day in-person workshop will provide an overview of core and basic AT functions, and emphasizes "hands-on" exercises using the software. Topics include: creating and managing repository, user, location, and accession records; describing archival resources and components; creating name and subject authority headings and controlled vocabularies; linking records; and generating standardized EAD exports (which can subsequently be published in the Online Archive of California).

This workshop is intended for managers, archivists, or staff who will coordinate use of the application at your institution, or will be directly involved in the use of the application. It is designed for institutions that are planning to use the application locally, or are planning to use the CDL's Hosted AT service.

About the Presenter
Bradley D. Westbrook is the Metadata Librarian / Digital Archivist at the UC San Diego Libraries. Since 2004 he has been the project manager and lead analyst of the Archivists’ Toolkit (AT) project, and he has conducted over 15 workshops at various sites for training users on the AT.

Scholarship Available
The Walter P. Gray III Education Endowment Fund Scholarship offers funds for registration and travel to SCA workshops. The award provides up to $200 per workshop; applicants must cover expenses in excess of the award. All SCA members in good-standing whose employers do not financially assist them with continuing education expenses may apply. Submit an application form, including a proposed budget to: Liz Konzak, konzak@stanford.edu by May 3, 2010. Visit the SCA Scholarship page (scroll down for the Gray scholarship) for the application form and additional information: http://calarchivists.org/schol/SCA_Scholarships.html

Registration
SCA Member - $100; Non-SCA Member - $140; Student (with copy of ID) - $60.

To register: Please fill out and clip the form below to mail the form, along with your check, to:
Lance Watsky/ Moving Image Archive Studies/ 103G East Melnitz Hall/ Los Angeles, CA 90095-16222

This form and a check (made out to Society of California Archivists) must be received by May 10, 2010.

Please Check One Site: May 18, UC Berkeley □ May 21, Chapman University □

Name:___________________________________________________________
Institution:_____________________________________________________
Address:_______________________________________________________
Telephone:_____________________________________________________
E-mail Address:_________________________________________________
Notes
Attendance in each workshop is limited to the number of computer workstations in each room. Registrants after the workstations are filled will be notified. If/As openings occur those on the waiting list will be contacted. If you register but have to cancel, please notify Randy or Liz by May 10, 2009; refunds will not be available after that date. Receipts available upon request. Questions? Contact Randy Boyd rboyd@chapman.edu, about the Chapman workshop, or Liz Konzak, konzak@stanford.edu about the Berkeley workshop.

Eats!
Lunch will be on your own. There are several eateries within walking distance.

Directions
The Leatherby Libraries can be reached from the 22 Fwy from the N. Glassell St. off-ramp or from the 55 Fwy, get off at Chapman Ave and go west until N. Glassell St. Go north past Chapman Ave to University Drive, turn right and there is the Visitor’s lot, parking is $5.
The Moffitt Library is located in the center of the UC Berkeley campus. See section B-4 on the map at http://www.berkeley.edu/map/maps/campusmap.pdf If driving, please be aware that there is very limited public parking on campus and permits may be required. There is street and metered parking near the campus, strictly enforced by the City of Berkeley. For directions and parking info see: http://visitors.berkeley.edu/-gethere/traveling.shtml Public transportation is recommended when possible; UC Berkeley is easily accessible by bus and BART. For more information see: http://www.511.org

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