

THE
Georgia Archives
The Past is Your Future **INSTITUTE**

JUNE 10-21, 2019

Breaks each day at approx. 10:30am and 2:30pm
 Lunch each day from approx. 12:00pm-1:00pm

-----WEEK 1-----

Daily: 9:00am-4:30pm

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| Evening review | <p>Gerald Ham, <i>Selecting and Appraising Archives and Manuscripts</i> (SAA 1993), Chapter 2, "Appraisal Theory and Selection Goals" and Chapter 6 "Tools for Selection: Appraisal Guidelines and Criteria." Available from Hathi Trust at http://babel.hathitrust.org/cgi/pt?id=mdp.39015024110697</p> <p>Luciana Duranti (1994) The Concept of Appraisal and Archival Theory. <i>American Archivist</i> Spring 1994, Vol 57, No. 1, pp. 328-344. Available at https://doi.org/10.17723/aarc.57.2.pu548273j5j1p816</p> |
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Monday, June 10 @ Georgia Archives

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| | Welcome. Introduction of Attendees. Overview of GAI |
| | Session 1: Core Concepts |
| | Session 2: Selection, Appraisal and Acquisition |
| Evening review | <p>Trudy Peterson (1979) The Gift and the Deed. <i>The American Archivist</i>: January 1979, Vol. 42, No. 1, pp. 61-66. Available at https://doi.org/10.17723/aarc.42.1.w564608441652jun</p> <p><i>Describing Archives: A Content Standard</i>. 2nd Edition. (Chicago: SAA, 2013). "Statement of Principles" (xv-xix) and Chapter 1. Available at http://files.archivists.org/pubs/DACS2E-2013_v0315.pdf</p> <p><i>How to Manage Processing in Archives and Special Collections</i>. (SAA, 2012) Chapter 3 (Managing Processing) and Chapter 5 (Impact of Description)</p> |

Tuesday, June 11 @ Georgia Archives

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| | Session 3: Accessioning and Deaccessioning |
| 11 am – 12 pm | Tour: Georgia Archives |
| | Session 4: Arrangement and Description |
| Evening review | <i>How to Manage Processing in Archives and Special Collections.</i> (Chicago: SAA, 2012): Chapter 4 (Preservation Administration) |

Wednesday, June 12 @ Georgia Archives

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| | Session 5: Preservation [Tina Mason Seetoo & Pam Hackbart-Dean] |
| Evening review | <p><i>Copyright Basics.</i> US Copyright Office. 2017. https://www.copyright.gov/circs/circ01.pdf</p> <p>“ALA/SAA Joint Statement on Access to Research Materials in Archives and Special Collections Libraries,” (adopted 2009—under review 2019) Available at https://www2.archivists.org/statements/alasaa-joint-statement-on-access-to-research-materials-in-archives-and-special-collection</p> <p>Valerie Harris. (2010) How Can I Help You?: Becoming User-Centered in Special Collections, <i>Archival Issues</i>, Vol 32, No 2., pp. 71-98. Available at https://tinyurl.com/yc4j6fap</p> |

Thursday, June 13 @ Georgia Archives

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| | Session 6: Special Formats |
| | Session 7: Copyright, Fair Use, Public Domain, and Restricted Access |
| | Session 8: Reference, Use and Outreach |
| 1:00pm | Class photo |
| 5:00pm | Tour: Archives and Special Collections @ Georgia Tech Library |
| 6:00-7:30 pm | GAI Reception @ Georgia Tech. Co-sponsored by the Georgia Archives Institute, the Georgia Archives, the Society of Georgia Archivists and the Friends of Georgia Archives & History |

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| Evening review | <p>“Guidelines Regarding Thefts in Libraries,” American Library Association, 2003. Available at http://tiny.cc/k3bm0y</p> <p>Ellen Engseth (2018) Cultural Competency: A Framework for Equity, Diversity, and Inclusion in the Archival Profession in the United States. <i>The American Archivist</i>: Fall/Winter 2018, Vol. 81, No. 2, pp. 460-482. https://conservancy.umn.edu/handle/11299/201542</p> |
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Friday, June 14 @ Georgia Archives

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| | Session 9: Archives Collections Management Systems |
| | Session 10: Security and Protecting Your Collections |
| | Session 11: Archival diversity and cultural assets |
| 1:00-2:00 PM | Tour: National Archives at Atlanta |
| | Session 12: Archival Survival |
| Evening/weekend review | <p>Erway, Ricky, <i>You've Got to Walk Before You Can Run: First Steps for Managing Born-Digital Content Received on Physical Media</i>. Dublin, Ohio: OCLC Research. http://www.oclc.org/research/publications/library/2012/2012-06.pdf</p> <p>Barrera-Gomez, Julianna and Ricky Erway, <i>Walk This Way: Detailed Steps for Transferring Born-Digital Content from Media You Can Read In-House</i>. Dublin, Ohio: OCLC Research. http://www.oclc.org/content/dam/research/publications/library/2013/2013-02.pdf</p> <p>Lavoie, Brian. 2014. <i>The Open Archival Information System (OAIS) Reference Model: Introductory Guide (Second Edition)</i>. Digital Preservation Coalition (DPC) Technology Watch Report 14-02. https://www.dpconline.org/docs/technology-watch-reports/1359-dpctw14-02/file.</p> |

-----Week 2-----

Monday, June 17 @ Georgia Archives

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| | Session 13: Born-Digital Records [Dorothy Waugh] |
| | Session 14: Introduction to Digital Preservation [Dorothy Waugh] |

Tuesday-Thursday, June 18-20

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| TBD by host institution | Internships |
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Friday, June 21 @ Georgia Archives

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| | Representatives from Society of Georgia Archivists and Clayton State University |
| | Internship Reports and Presentation of Certificates |
| 11:30am | Catered lunch provided |
| 12:30pm | Sine Die!! |

We will send you a link via email to an evaluation form for the Georgia Archives Institute. We really appreciate you taking the time to fill it out. Every year we carefully review your feedback and incorporate changes to improve the overall experience of attending the GAI. We can't do that without your invaluable input!

GAI contact information:

If you are unable to attend class or any day during your internship, please contact Christine Wiseman immediately at:

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