

GEORGIA ARCHIVES INSTITUTE  
JUNE 11-22, 2018

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

WEEK 2

**Monday, June 11**

9:00am Welcome. Introduction of Attendees. Overview of GAI  
Session 1: Core Concepts  
Session 2: Managing Special Formats  
Evening review *Arranging and Describing Archives and Manuscripts*: Overview, p. 1-31,  
Accessioning, p. 45-60 and *SAA's A Guide to Deeds of Gift*:  
<http://www2.archivists.org/publications/brochures/deeds-of-gift>

**Tuesday, June 12**

9:00am Session 3: Acquisition, Appraisal and Selection of Archival Records  
Session 4: Accessioning Archival Records  
1:00-2:00pm Tour: Georgia Archives  
Evening review *Arranging and Describing Archives and Manuscripts*: p.61-97

**Wednesday, June 13**

9:00am Session 5: Arranging and Describing Archival Records  
Session 6: Electronic Records and Digital Preservation

**Thursday, June 14**

9:00am Session 7: Archives Online  
Session 8: Reference and Outreach  
1:00pm Class photo  
6:00-7:30pm GAI Reception  
Evening review *SAA's Copyright and Unpublished Material*:  
<http://www2.archivists.org/publications/brochures/copyright-and-unpublished-material>

**Friday, June 15**

Session 9: Security  
Session 10: Copyright and Restricted Access  
Session 11: Archival Survival  
1:00-2:00pm Tour: National Archives at Atlanta  
Evening review *Preserving Archives and Manuscripts*: Read Chapters 1 and 4; Skim 3

WEEK 2

**Monday, June 18**

9:00am Session 12: Preservation of Archival Records

**Tuesday-Thursday, June 19-21**

TBD by host Internship  
institution

**Friday, June 22**

9:00am 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!!