

Workshops

MONDAY 20 AUGUST 2012

FULL DAY

WORKSHOP PRICE PER PERSON \$80

Expect the Unexpected: Disaster preparedness –designed for archival institutions

In this workshop presented by experienced professionals, recent case studies and disaster preparedness will be discussed, including writing a disaster plan or reviewing an existing plan, and being prepared with supplies and equipment on hand.

Case studies – Ian Jempson, CEO, Queensland Maritime Museum and Annabel Lloyd, Brisbane City Council Archives

Presenter: Christine Ianna

Venue: Queensland Maritime Museum, Brisbane

Keeping Archives: Appraisal – the Australian way

This workshop is geared to the professional archivist and is at medium to advanced level. It aims to extend professional thinking about appraisal, rather than applying a methodology. It explores issues such as:

- Traditional and newer functional approaches to appraisal
- What is appraisal and how should it be approached in the digital world?
- How does 'big data' affect our appraisal strategies?
- How do we know if we're successful: what are appropriate and achievable benchmarks?
- Appraisal and the web – what are our boundaries of responsibility?

Presenter: To be confirmed

Venue: 80 George Street, Brisbane

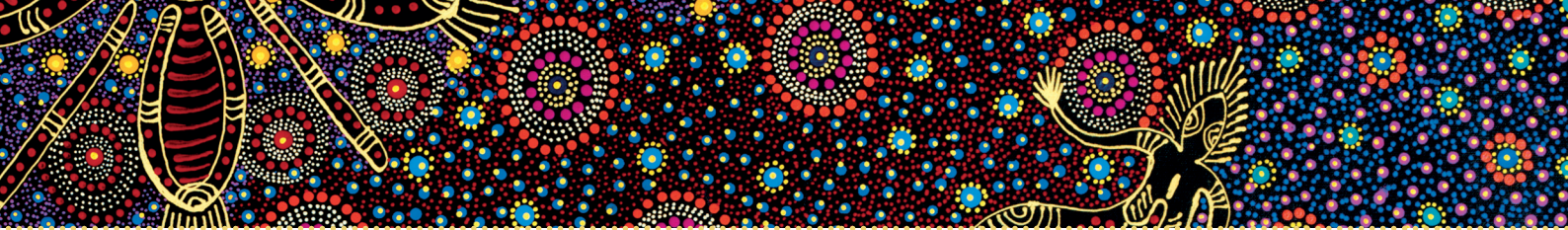
Keeping Archives: Approaches to Arrangement and Description

This workshop is geared to the professional archivist and is at medium to advanced level. Directed at rethinking archival processes for the digital world, it:

- Explores the basis and purposes of Arrangement and Description and finding aids to identify what is enduring and what is a paper-based methodology which does not need to continue in a digital world
- Identifies where the process traditionally takes place and current options for a digital world, exploring archival descriptive standards and more integrated recordkeeping metadata standards
- Identifying current thinking for digital records explores issues such as, what is:
 - an archival system in the digital world?
 - a series in the digital world?
 - an item in the digital world?
 - a finding aid in the digital world?
- Looks to possibilities in the future:
 - semantic web-enabled archival systems
 - is distributed custody a realistic prospect and how would/could our systems cope?
- Explores a vision of a connected web of archival resources

Presenters: To be confirmed

Venue: 80 George Street, Brisbane



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Keeping Archives: Digital recordkeeping (best practice)

This workshop is geared to medium and larger organisations and outlines best practice professional approaches to digital recordkeeping. It provides principles for managing digital records and also covers:

- some of the differences between managing paper and managing electronic records (concepts of originality, duplication, location, sheer size of the information challenge, physicality)
- where digital records are being created/kept
- the role of recordkeeping metadata
- issues around preserving digital records

Features a case study using the DIRKS (Developing and Implementing Recordkeeping Systems) methodology.

Presenters: To be confirmed

Venue: 80 George Street, Brisbane

PARBICA Recordkeeping for Good Governance Toolkit

Good governance requires good records management, so that public officials can account for their decisions and activities with reference to accurate, reliable and accessible information.

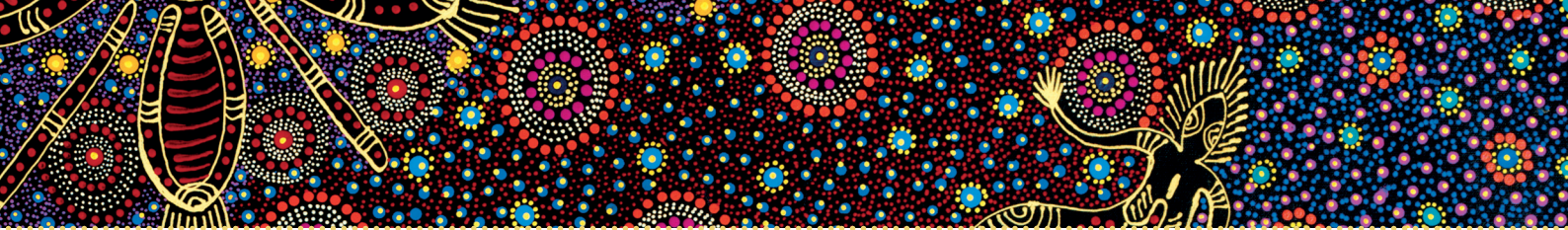
Good governance is also one of the key priorities for Pacific Island governments. However in most Pacific countries, the legacy of no tools, guidance, or training in recordkeeping and information management in the post-colonial era has resulted in an underlying problem of weak or non-existent frameworks that do not support the needs of governments or communities.

Recordkeeping is beginning to improve across the Pacific. In 2005, 13 countries of the Pacific Regional Branch of the International Council on Archives (PARBICA) adopted a declaration on recordkeeping for good governance. One result of this declaration is that representatives from many Pacific countries worked together to develop a suite of web-based and printed tools which form the *Recordkeeping for Good Governance Toolkit*. The toolkit provides practical advice on getting leaders to listen, as well as guidance and practical tools on creating, maintaining, and disposing of government information, including specific guidance on managing digital information. It was developed by Pacific representatives in a way that can be easily adapted to meet specific jurisdictional requirements.

This workshop will introduce the *Recordkeeping for Good Governance Toolkit* to our ICA colleagues, with specific focus on showing how the guidelines work and how they can be adapted and relevant for your country.

Presenters: To be confirmed

Venue: 80 George Street, Brisbane



MONDAY 20 AUGUST 2012

HALF DAY (MORNING)

WORKSHOP PRICE PER PERSON \$50

**Implementing AtoM (basic)
In English**

This workshop focuses on the practicalities of using AtoM to automate the management of archival programs and to provide online access to archival holdings. AtoM is an open source archival collection management software application developed and maintained by the ICA with the support of UNESCO.

Delegates are required to provide their own laptop for this workshop

Presenters: Lara Wilson (Canada) and Maggie Shapley, Australian National University

Venue: Brisbane Conference and Exhibition Centre

**Implementing AtoM (basic)
In French**

This workshop focuses on the practicalities of using AtoM to automate the management of archival programs and to provide online access to archival holdings. AtoM is an open source archival collection management software application developed and maintained by the ICA with the support of UNESCO.

Delegates are required to provide their own laptop for this workshop

Presenters: Claire Sibille-de-Grimouard and Jean-Francois Moufflet

Venue: National Archives of Australia

**Preserving Sound Recordings using
Digital Reformatting**

Provided by the International Association of Sound Archives.

Presenters: Kevin Bradley, Curator, Oral History and Folklore, Director, Sound Preservation, National Library of Australia and Jacqueline Van Arb, President IASA and Director, Norwegian Institute of Recorded Sound

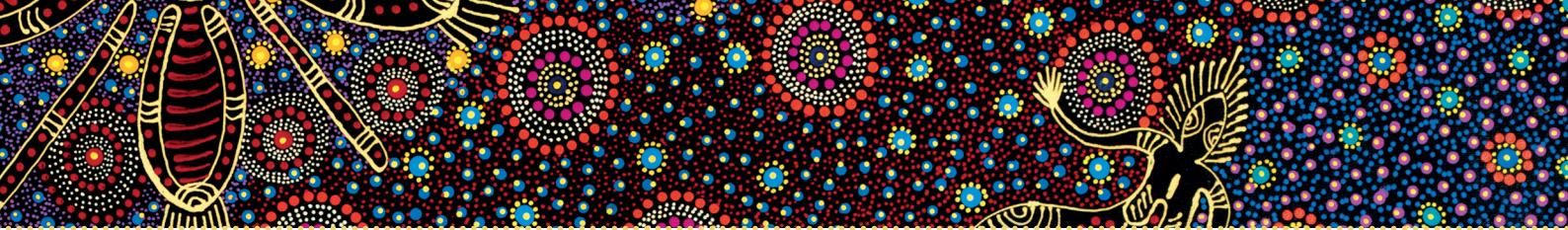
Venue: Brisbane Conference and Exhibition Centre

Engaging Communities

This workshop will explore how archives engage with their communities, and especially remote users, to foster support of, and participation in, the archival endeavour, including the strategies and means to open up conversations with and between users of archives

Presenters: To be confirmed

Venue: Brisbane Conference and Exhibition Centre



MONDAY 20 AUGUST 2012

HALF DAY (AFTERNOON)

WORKSHOP PRICE PER PERSON \$50

Demystifying the Standards Landscape

This workshop will help delegates make sense of the growing array of international standards for recordkeeping, many of which have their origins in Australia and New Zealand with a particular focus on ISO 15489 the international records management standard. The workshop will cover the conceptual underpinnings of the different standards, their interrelationships and interdependencies, implementation issues and future directions.

Presenters: Barbara Reed, Judith Ellis, Trish O'Kane

Venue: Brisbane Conference and Exhibition Centre

Keeping Archives: Digital recordkeeping on a limited budget

This practically oriented workshop is geared to organisations with limited or no budget allocated for digital recordkeeping. It aims to provide:

- Practical strategies to allow implementation of very basic recordkeeping in tight budget conditions
- Broad principles (at an overview level) for managing digital records; scanning and imaging; creating dedicated network storage for archival digital records; establishing format standards
- Low-budget recordkeeping software options – where to get guidance and how to start communicating with IT staff

Presenters: To be confirmed

Venue: Brisbane Conference and Exhibition Centre

Universal Declaration on Archives

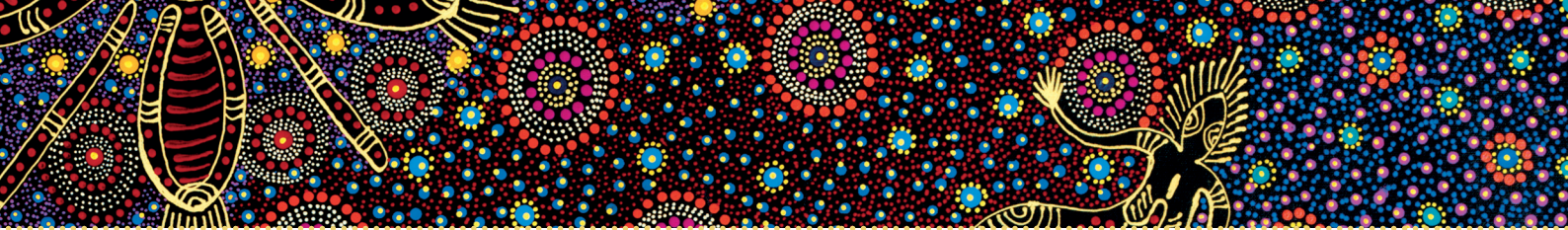
In this workshop participants will first be guided in an examination of the UDA exploring its purpose as a statement of the relevance and importance of archives to the general public, the connections between archives and good governance, basic human rights and entitlements, cultural and community identity, history and heritage, and as a statement on the role of archivists as skilled professionals underpinning access to and care of these records. Participants will then be assisted to identify strategies they could develop to promote the Declaration at a national, institutional and local community level.

Presenters: Kim Eberhard and Colleen McEwen

Venue: Brisbane Conference and Exhibition Centre

* Please note you must register for the Congress in order to attend the workshops.

** Please note workshops may be cancelled if minimum required numbers are not reached.



FRIDAY 24 AUGUST 2012

FULL DAY

WORKSHOP PRICE PER PERSON \$80

Keeping Archives: Archival digitisation (advanced)

This workshop is at an advanced level and is geared to professional archivists. It explores the complexity and challenges of this developing field and extends the basic process knowledge of the introductory course.

Based around professional issues raised by digitisation, this workshop explore issues such as:

- Digitisation on demand – what does it mean for archives and their users?
- What commercial arrangements for digitisation exist, what experiences are there and how widely applicable are they?
- Quality control and crowd sourcing – some amazingly successful projects and what can we learn
- User expectations and user interfaces
- What are/should be the boundaries of archival control when records are digitised?

Presenters: To be confirmed

Venue: 80 George Street, Brisbane

Australasian Approaches to Digital Preservation – Australasian Digital Recordkeeping Initiative (ADRI)

This overview of the Australasian experience, approaches, tools and innovations in digital preservation will include speakers from a variety of government archival institutions in Australia and New Zealand.

Presenters: Simon Froude SRSA, Michael Carden NAA, Evelyn Wareham (New Zealand), Cassie Findlay SRNSW, Andrew Waugh PROV and Andrew Wilson QSA

Venue: 80 George Street, Brisbane

Audiovisual Preservation: practical approaches across film, video and sound formats

The National Film and Sound Archive provides access to preservation experts on audiovisual preservation for collection works in this practical seminar.

Presenters: To be confirmed

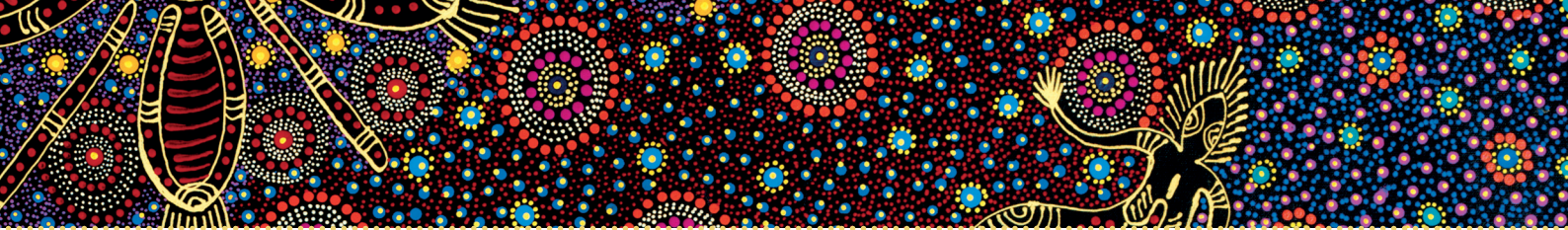
Venue: 80 George Street, Brisbane

Archives, Web 2.0 and Beyond

An interactive workshop looking at the Australian experience of using Web 2.0 tools to improve access to, and enrichment of, archival holdings and for enhanced interaction with researchers, records creators and other stakeholders. The workshop will have a strong focus on identifying and exploiting future opportunities for liberating archival collections and engaging with our clients.

Presenters: Asa Letourneau, Justine Heazlewood PROV, Tim Sherratt SRNSW

Venue: 80 George Street, Brisbane



FRIDAY 24 AUGUST 2012

HALF DAY (MORNING)

WORKSHOP PRICE PER PERSON \$50

Keeping Archives: Archival digitisation (medium)

This is geared at a medium level and establishes a firm foundation in the principles and practices of archival digitisation. Using published digitisation guidance as a basis, this workshop uses a reasonably complex case study which steers participants through consideration of:

- Rationale for digitisation
- Planning for digitisation
- Thinking through some records issues
- Doing the digitisation

Presenters: To be confirmed

Venue: National Archives of Australia, Brisbane

**Implementing AtoM (advanced)
In French**

This workshop focuses on the practicalities of using AtoM to automate the management of archival programs and to provide online access to archival holdings. AtoM is an open source archival collection management software application developed and maintained by the ICA with the support of UNESCO.

Delegates are required to provide their own laptops for this workshop

Presenters: To be confirmed

Venue: Brisbane Conference and Exhibition Centre

Japanese Paper Conservation (repeat workshop in the afternoon)

Three professional conservators from the National Archives of Japan will guide participants through a hands-on workshop, learning three basic conservation methods.

- Tsukuroi: fill in the worm damaged holes with Japanese paper
- Urauchi: glue a sheet of Japanese paper to the entire back of the damaged material
- Toji: Japanese bookbinding by stitching

Presenters: Mr Itaru Aritomo, National Archives of Japan, Ms Ikuko Nakajima, National Archives of Japan and Professor Katsuhiko Masuda, Showa Women's University

Venue: QSA

Implementing ICA-Req – Module 2 (Electronic Document and Records Management Systems)

A workshop on implementing the ICA's Principles and Functional Requirements for Records in Electronic Office Environments. Focusing on module 2 of ICA-Req, the Requirements for Electronic Document and Records Management Systems (EDRMS).

Presenters: Margaret Crocket (United Kingdom), Adrian Cunningham QSA

Venue: Brisbane Conference and Exhibition Centre

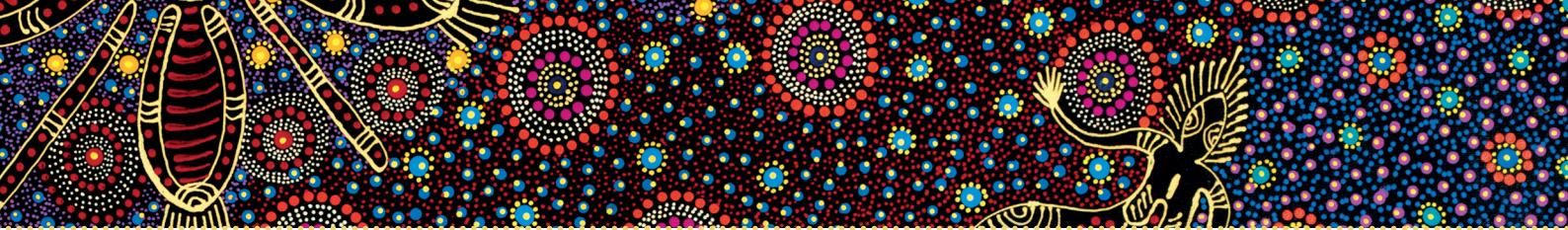
UNESCO Memory of the World Program

This workshop will inform participants about the MOW program and explain how — and why — to nominate outstanding documentary heritage for inscription on the national, regional or international registers.

The workshop will cover the benefits of inscription, the selection criteria, the practicalities of preparing the nomination document, governing rules and assessment process. Participants will be able to discuss ideas for nominations from their own countries and institutions, as well as examples and case studies of successful nominations, and will receive copies of the new 'MOW Companion' to help guide them in the nomination process.

Presenters: Roslyn Russell (Chair MOW International Advisory Committee), Ray Edmondson (Chair MOW Regional Committee for Asia Pacific)

Venue: Brisbane Conference and Exhibition Centre



FRIDAY 24 AUGUST 2012

HALF DAY (AFTERNOON)

WORKSHOP PRICE PER PERSON \$50

**Implementing ICA-Req – Module 3
(Electronic Document and Records
Management Systems)**

A workshop on implementing the ICA's Principles and Functional Requirements for Records in Electronic Office Environments, focusing on module 3 of ICA-Req, functional requirements and guidelines for records in business systems.

Presenters: Margaret Crockett (United Kingdom), Adrian Cunningham QSA

Venue: Brisbane Conference and Exhibition Centre

**Describing Archives in Context: an
introduction to the Australia 'series'
system**

Would you like to know more about the Australian series system, how it works and how it can be adapted to describe archives in many different institutional contexts? Or does the series system need demystifying for you? Come to this workshop and find out.

Presenters: To be confirmed

Venue: Brisbane Conference and Exhibition Centre

**Implementing AtoM (advanced)
In English**

This workshop equips delegates to use the full functionality of the AtoM, an open source archival collection management software application developed and maintained by the ICA with the support of UNESCO.

Delegates are required to provide their own laptops for this workshop

Presenters: To be confirmed

Venue: QSA

**Japanese Paper Conservation (repeat
of morning workshop)**

Three professional conservators from the National Archives of Japan will guide participants through a hands-on workshop, learning three basic conservation methods.

- Tsukuroi: fill in the worm damaged holes with Japanese paper
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