



The Mid-Atlantic Regional Archives Conference (MARAC)
is sponsoring a

Project Management for Archival Processing Workshop

This half-day workshop introduces organizational techniques and common tools for project management which can be applied to exhibition, processing, or digitization projects. Attention will be given to strengthening prioritization skills and work flow planning as it pertains to projects executed by various levels of staffing. The workshop will also discuss how a solo archivist, librarian, or curator can apply these tools.

When: October 7, 2009, 9:00 am–12:30 pm

Where: Library of Virginia, Richmond, VA
Conference Rooms A and B

800 E. Broad Street Richmond, Virginia 23219-8000

Parking is available at the library: <http://www.lva.virginia.gov/about/visit.asp>

Instructor: Vincent Novara, University of Maryland

Academy of Certified Archivist credits available upon request

Cost: \$25 (discounted rate)

Registration Maximum: 25

For additional information contact Catherine O'Brien at:

catherine.obrion@lva.virginia.gov

To register, visit www.marac.info to download registration form

The Mid-Atlantic Regional Archives Conference (MARAC)

Project Management for Archival Processing

Richmond, VA. October 7, 2009

9:00 AM – 12:00 PM

Workshop fee is \$25

Registration Form

Information about the participant:

NAME:

TITLE:

WORK
ADDRESS:

EMAIL:

TELEPHONE
NUMBER:

Please print and return this form with your check or money order, payable to MARAC, to the following address:

MARAC
Dickinson College
P.O. Box 1773
Carlisle, PA 17013
Attn: MARAC Administrator

Registration should be received by October 1, 2009. For additional information, please call or email Catherine O'Brien at 804.371.2527

catherine.obrion@lva.virginia.gov