



advancing the
Florida museum profession
through education
and advocacy...

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A Call to Action ...

Florida Association of Museums Foundation

Managing Archival Collections Without an Archivist on Staff

Thursday July 22, 2010, 10:00 am – 3:15 pm
Henry B. Plant Museum, Tampa, Florida

Learn what actions you can take to help preserve your archives collections without an archivist on staff. What can you do? What should you do? What should you not do? When should you call on a trained archivist? When, and how, should you make collections accessible to the public? Many organizations with paper, photos, manuscripts, and rare books do not have a trained archivist on staff, yet must work to preserve those collections for the future. They must catalogue, accession, store, provide intellectual control, and monitor use. Learn what you can do.

Workshop Presenter: John R. Nemmers is the Descriptive and Technical Services Archivist in the Department of Special and Area Studies Collections at the University of Florida Smathers Libraries. In this position, which he has held since 2003, he is responsible for all arrangement and description activities, including processing archival collections and authoring collection guides and MARC catalog records. He also manages historical collections pertaining to Florida politics, landscape design, architecture, and environmental history and science. He currently directs two multi-year grant-funded projects at UF to digitize historical collections relating to the Everglades and to St. Augustine architecture. Since 2005, he has served as Steering Committee chair for "Opening Archives in Florida," a grant-funded training program to provide free or inexpensive archival education in the state. John holds an MLS from Florida State University (1997) and a Specialist degree in Archives and Special Collections Librarianship from FSU (1998). He served as President for the Society of Florida Archivists in 2009-2010.

Who Should Attend: Staff and volunteers at museums, special collection libraries, archives, archaeology, and other collecting organizations who are new to or interested in improving their archival collections care practices

Workshop Agenda

10:00	Welcome and Introductions
10:10	John Nemmers – Managing Archival Collections Without an Archivist on Staff
12:15	Networking Lunch – Dutch treat with your colleagues
1:15	Continuation – John Nemmers
2:15	Behind-the-Scenes: Collections Storage Susan Carter, Curator/Registrar, Henry B. Plant Museum
3:15	Adjourn

The Henry B. Plant Museum invites you to visit the museum after the workshop
Parking information and directions available at <http://www.plantmuseum.com/>

**Managing Archival Collections
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Henry B. Plant Museum, Tampa, Florida
Registration Form is available as a Word.doc at
www.flamuseums.org/programming/workshops/

Name _____

Title _____

Organization _____

Address _____

Phone # _____ Email _____

Registration FEE

Dutch treat networking lunch break not included in the registration fee; several options on or near campus

_____ \$ 35 First person from each museum

_____ \$ 30 Each additional person from each museum

_____ TOTAL

Payment Information

Payment enclosed \$ _____ Check number _____

Or charge my credit card. Check one: _____ AMEX _____ MC/VISA Amount \$ _____

Credit Card Number _____ V Code _____ Expiration Date _____

Signature

CC Billing Address (if different than above)

Please make checks payable to:

FAM Foundation, P.O. Box 10951, Tallahassee, FL 32302

Phone: 850-222-6028 FAX: 850-222-6112 fam@flamuseum.org

FEID # 59-3067861

Registration DEADLINE Postmarked by July 13, 2010

Cancellation Policy: Written cancellation received prior to July 13, 2010 at 5 pm will be entitled to a 50% refund in the form of a certificate for application to registration fee of any subsequent FAM function – expires 7/23/11. Cancellations received after July 13, 2010 will not be refunded but you may send a substitute registrant.

Workshop location: **Henry B. Plant Museum, Tampa FL**

Parking information and directions available at: <http://www.plantmuseum.com/>