



**FRIENDS  
OF ARIZONA  
ARCHIVES**

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[www.faza.net](http://www.faza.net)

**Basics of Archival Description Workshops  
Workshop 1**

Sponsored by Friends of Arizona Archives  
And the Museum Association of Arizona

**Archival Description Standards Workshop**

Presented by Archivists Michael Lotstein and Catalina Oyler  
Arizona State University, Hayden Library, Department of Archives and Special  
Collections

This is the first of two workshops designed to assist museum professionals with preparing their collections for on line accessibility.

This workshop focuses on providing museum professionals with the tools and resources necessary for applying acceptable archival descriptive practices to their archival collections. The workshop provides participants with an overview of the accepted techniques and best practices of descriptive standards for archival collections and teaches them the basics of the hands on work done by archivists. Participants are provided with basic information on current archival descriptive standards including DACS (Describing Archives Content Standard) and the theory behind standards for minimal processing.

Date: Monday February 22, 2010  
Time: 10am-4pm

Location: Hayden Library, Arizona State University Tempe Campus  
Parking validation is provided

Registration Fee:	One workshop	Both Workshops
Students	\$12	\$20
FAZA/MAA members	\$25	\$40
Non members	\$35	\$60

To register please go to [www.faza.org](http://www.faza.org) for an on line registration form. Registration deadline is February 15

For more information contact:  
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