



**FRIENDS
OF ARIZONA
ARCHIVES**

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Basics of Archival Description Workshops Workshop 2

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

Publishing Archival Finding Aids using EAD

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

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

This workshop teaches participants how to catalog a finding aid using Encoded Archival Description (EAD) and host that finding aid online through Arizona Archives Online, a statewide consortium for archival finding aids.

This workshop introduces participants to encoding finding aids or other collection descriptions into EAD. Workshop participants will learn what EAD is and why it is an important tool for archives, the basics of coding EAD, and provide hands on support for participants to encode a finding aid of their own. After the workshop participants have the option of submitting any finding aids they encoded to Arizona Archives Online (www.azarchivesonline.org) which provides free web hosting. Arizona Archives Online contains archival finding aids from institutions throughout the state and provides an easy portal for researchers to locate collections in Arizona.

Participants should bring an electronic form of a finding aid or other collection description that they wish to publish. For participants who just want to learn EAD finding aids can be provided.

Date: Monday March 15, 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 for an on line registration form. Registration deadline is March 8.

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records, and
making them
available to present
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