

You're invited! A one-day educational workshop sponsored by the Society of California Archivists' Education Committee

⌘ Friday September 18, 2009 ⌘ 9:00 am to 4:00 pm ⌘

Society of California Pioneers, 300 Fourth Street, San Francisco, CA 94107-1272

⌘ Describing Photographs in Archival Collections ⌘

This workshop provides an introduction to the description of photographs in historical collections and archives. It will introduce relevant cataloging rules, standards, and thesauri. It will also highlight basic descriptive elements for the generalist archivist or librarian and suggest strategies to enhance archival finding aids to improve access to photographs within record series or personal papers. The workshop is geared toward an audience of with a general knowledge of archival description and/or bibliographic cataloging.

This workshop **will**:

- Provide an overview of cataloging standards and tools appropriate for historical photographs in an archives or library environment, focusing on *Graphic Materials: Rules for Describing Original Items and Historical Collections* (GIHC).
- Cover basic terminology useful to the non-specialist in describing photographs
- Provide introductory instruction in core elements for descriptive cataloging of photographs at the item and collection level, particularly:
 - Identifying & transcribing titles or formulating descriptive titles
 - Providing basic physical description or extent statements
 - Recording date information
 - Noting informational content of images
- Demonstrate how core data, created to basic standards, may be used in a variety of descriptive environments (e.g. in-house databases, MARC catalogs, EAD finding aids)
- Provide suggestions and strategies to improve discovery of photographs within DACS-based collection descriptions and archival finding aids

This workshop will **not**:

Provide training in photographic process identification or photo dating skills

Provide in-depth training in MARC cataloging or applying DACS or EAD

Address specific databases, software, digital asset management systems, or technical metadata requirements

Provide training in subject cataloging and controlled access points as applied to photographs

⌘ Presented by ⌘

James A. Eason, the Principal Archivist and Cataloger for the Pictorial Collection at the Bancroft Library since 1995, manages the accessioning, arrangement, and description of photographs, prints, drawings, and paintings. James catalogs in the MARC format, oversees the creation of archival finding aids for pictorial collections, and manages digitization projects. Since 2006 he has taught the "Photographs in Archives" workshop for the Western Archives Institute. He is a past chair of the Visual Materials Cataloging and Access Roundtable and the Visual Materials Section of SAA. James is currently a member of the editorial team working to revise the cataloging rules *Graphic Materials: Rules for Describing Original Items and Historical Collections*.

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⌘ Registration ⌘

SCA Member - **\$60**; Non-SCA Member - **\$80**; Student (with copy of ID) - **\$30**.

Describing Photographs in Archival Collections - Scholarship Available! See reverse for information

To register: Please fill out and clip the form below to mail the form, along with your check, to:

Leilani Marshall/ Sourisseau Academy for State and Local History/One Washington Square/ San Jose, California 95192-0117

This form and a check (made out to Society of California Archivists) must be received by September 11, 2009.

Name: _____

Institution: _____

Address: _____

E-mail Address: _____

⌘ Scholarship Available ⌘

The Walter P. Gray III Education Endowment Fund Scholarship offers funds for registration and travel to SCA workshops. The award provides up to \$200 per workshop; applicants must cover expenses in excess of the award. All SCA members in good-standing whose employers do not financially assist them with continuing education expenses may apply. Submit an application form, including a proposed budget to: Liz Konzak, konzak@stanford.edu by **August 28, 2009**. Visit the SCA Scholarship page for the form and more information: http://calarchivists.org/schol/SCA_Scholarships.html

⌘ Notes ⌘

Attendance is limited to the **first 30 valid registrants**. Registrants after the first 30 will be placed on a waiting list. If/as openings occur those on the waiting list will be notified. If you register but have to cancel, please notify Liz by September 11, 2009; refunds will not be available after that date. Receipts available upon request. **Questions?** Liz Konzak, konzak@stanford.edu

⌘ Eats! ⌘

Coffee, tea, juice & breakfast snacks will be provided. Lunch will be on your own. There are several eateries within walking distance.

⌘ Directions ⌘

The Society of California Pioneers is located at 300 Fourth Street (at Folsom), San Francisco, easily accessible by BART, MUNI, and CalTrain. For further directions and parking information see http://www.californiapioneers.org/visitor_info.html

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