



**Northwest Archivists Annual Meeting  
Pre-Conference Workshops  
April 28-30, 2016**

**9:00-5:30      Workshop 1: Describing Archives: A Content Standard (DACS)**

Get an in-depth introduction to the key principles, concepts, and elements of *Describing Archives: A Content Standard*, the recently revised U.S. standard for describing archival materials and their creators. Learn how to implement and incorporate DACS into workflows for accessioning, arrangement, and description through discussions and hands-on work with a variety of exercises designed to help you identify required elements and create a variety of descriptions. This workshop focuses on application of DACS rules and concepts, which participants can integrate into local repository processes and descriptive outputs.

Instructor: **J. Gordon Daines, III**

Location: College Room

**9:00-5:30      Workshop 2: Arrangement and Description of Electronic Records, Part 1 (DAS)**

This one-day SAA Digital Archives Specialist (DAS) course introduces you to processing strategies that are applicable to born-digital records, with an emphasis on basic concepts that archivists use to establish descriptive control over digital content. You'll learn about standards and tools that can be used to implement an integrated processing strategy. You'll also participate in a set of instructor-led exercises that arrange and describe some electronic records in ways that maintain the integrity and authenticity of the digital records. **A laptop is required to participate in this course, and you must have the ability to install and use open-source software on that laptop.**

In the morning, you'll review the unique processing challenges posed by electronic records before undertaking a detailed discussion on how standards, protocols, and best practices can help you address those challenges. In the afternoon session, you will explore to applicability of *Describing Archives: A Content Standard* to digital records and manuscripts. The instructor will demonstrate the use of basic tools that implement descriptive standards and best practices, leading you in a processing exercise that results in the generation of an archival information packet for some relatively homogeneous records. The day will conclude with a discussion of lessons learned and next steps to be taken - considering individual repository needs.

Instructor: **Dr. Christopher J. Prom**

Location: Chancellor Room

**9:00-5:30      Workshop 3: Funding the Work**

This full-day Grants Workshop will introduce attendees to the competitive archival grant programs at the National Archives and Records Administration, which are made through NHPRC. During the morning session, the Director of the Access to Historical Records grant program will help participants understand the grant application process. During the workshop's afternoon phase, the instructor will be joined by two recent NHPRC grantees. With the assistance of the instructor and these three experts, the attendees will have the opportunity to start designing their own project and application package: defining project scope, devising a budget, developing a work plan, and preparing an application.

Instructors: *Alex Lorch, National Archives' National Historical Publications and Records Commission; Nicolette Bromberg, University of Washington; Beth Joffrion, Western Washington University; Cris Paschild, Portland State University*

Location: President Room

**9:00-12:30      Workshop 4a: Archival Conservation Basics**

**1:30 - 5:30      Workshop 4b: Archival Conservation Basics**

**Note: This half-day workshop is being offered twice to accommodate high demand.**

This Sustainable Heritage Network sponsored workshop is directed towards those working in smaller institutions without a conservator. It covers how to run a collection condition survey and basic next steps for stabilizing collections. In addition to providing instructions on conducting the survey and address common preservation concerns such as mold, the workshop will also provide hands-on instruction on basic actions one can take to stabilize collection materials including encapsulation, creating custom boxes, and creating spacers. The workshop will provide those working with limited resources practical steps for preserving collections. The workshop will be a half-day session and will be capped at 12.

Instructors: *Linnea Nelson, Washington State University; Steven Bingo, Washington State University*

Location: Regent Room

**9:00-5:30      Workshop 5: Murkutu CMS: Building a Community Archive**

Mukurtu CMS is a free and open source content management system and community archive platform that allows communities to share, manage, and curate their digital heritage. Mukurtu promotes a community approach to digital heritage management integrating already established social and cultural systems with technological tools. In this workshop, participants will get hands-on experience with Mukurtu CMS. Participants will learn: 1) basic setup 2) core features 3) step-by-step procedures to

curate digital heritage items and 4) the use of Mukurtu Mobile for community engagement. Participants are encouraged to bring digital media to use in the Mukurtu demo site during the workshop.

Instructors: ***Kim Christen Withey, Washington State University; Alex Merrill, WSU Libraries; Lotus Norton-Wisla, WSU Libraries and CDSC; Michael Wynne, Washington State University***

Location: UW Allen Library, Special Collections, Basement level

