



*Catholic Library Association presents an*

***Introductory Archives Workshop for Religious Communities***

***June 14-19, 2009***

***Malvern Retreat House***

***Malvern, Pennsylvania***

**An introductory workshop ....**

The Catholic Library Association and the Center for the Study of Religious Life are pleased to offer a third session of the Introductory Archives Workshop for Religious Communities. The workshop is designed specifically for men and women who are new to the archival field or who wish to update their knowledge of archival theory and practice in order to care for the archival records of their community. The workshop is open to all individuals who care for these unique records.

Unlike other archives workshops, this five-day program focuses on a specific type of archives that has a unique body of records: materials reflecting the life and work of religious communities. These groups are committed to living a religious ideal that is expressed in their community-sponsored apostolates or individual ministries. These community records reveal not only a common understanding of mission but also an individual commitment to extend one's charism within the larger community. Archival records for these communities consist of constitutions, directories, chronicles, serial publications, artifacts, audiovisual materials, and materials documenting the lives of the individual religious.

The workshop will introduce participants to archival theory and practice. It will consist of lectures, augmented by site visits to the Blessed Sacrament Sisters Archives, the community founded by St. Katharine Drexel, in Bensalem and Sisters, Servants of the Immaculate Heart of Mary Archives in Immaculata. The archivists who direct the workshop have many years of experience in religious archives.

Another benefit of the workshop is the opportunity to share common experiences with a like-minded group. Going forward, the workshop will result in the creation of an informal network of religious archivists to whom participants can turn to for solution of problems or sharing of information.

In contrast with other introductory archival programs, this workshop is affordable and brief. The cost of the workshop includes room and board,\* classes, textbook (Greg Hunter's *Developing and Maintaining Archives: A How-To-Do-It Manual*, 2nd ed. (2003), and the Bensalem and Immaculata tour. The workshop is limited to 35 participants.

We look forward to seeing you in Malvern. If you have any questions, please call or e-mail us.

*Catholic Library Association*

\* a reduced rate is available for those who share a room with another participant or who are commuters. All participants will be included in the meal program and the dinner in Immaculata.



## *Schedule*

### **Sunday, June 14, 2009**

- |              |   |
|--------------|---|
| 4:00-7:00 pm | Registration  |
| 5:30 p.m.    | Dinner  |
| 7:30 p.m.    | Archival History and Archives in the Roman Catholic Tradition |
|              | Ministry of the Archivist                                     |

### **Monday, June 15, 2009**

- |                 |   |
|-----------------|---|
| 8:30 – 11:15 am | Creation of a Policy Statement, Collection Policy, and Schema |
| 12 Noon         | Lunch   |
| 1:30– 4:30 pm   | Appraisal   |
| 5:30 pm         | Dinner  |
| 6:45-8:15 pm    | Acquisition & Accessioning                                    |

### **Tuesday, June 16, 2009**

- |                |  |
|----------------|--|
| 8:30 –11:30 am | Arrangement  |
| 12 Noon        | Lunch  |
| 1:30-4:30 pm   | Description and introduction to DACS [Describing Archival Content Standard] and the Archon project |
| 5:30 p.m.      | Dinner   |
| 6:45 –8:15 pm  | Reference and Access   |

### **Wednesday, June 17, 2009**

- |               |   |
|---------------|---|
| 8:00 am       | Breakfast   |
| 8:30-11:30 am | Preservation and Storage  |
| 12 Noon       | Lunch   |
| 1:00-5:00 pm  | Field Trip to Sisters of the Blessed Sacrament Archives in Bensalem, PA, and Sisters, Servants of the Immaculate Heart of Mary Archives [Fr. Gillet Center for Congregation History] in Immaculata, PA. |
| 5:00 p.m.     | Dinner at the Sisters, Servants of the Immaculate Heart of Mary Congregation in Immaculata, PA.   |

## Thursday, June 18, 2009

8:30-11:30 am	Photographs, digitization and audiovisual media
12 Noon	Lunch
1:30-4:30 pm	Exhibits and Artifacts
5:30 p.m.	Dinner
6:45-8:15 pm	Organizing materials unique to religious archives: Personnel records and ministry databases; Confidentiality issues

## Friday, June 19, 2009

8:30-11:30 am	Wrap-up session
12 Noon	Lunch
1:00 p.m.	Workshop ends.



## Registration Information

Registration is open until May 1, 2009, and is limited to 35 people. A \$75 non-refundable deposit is required to reserve participation in the program, with the balance of the workshop due on May 1, 2009.

Depending on your selection, the complete cost of the workshop includes room, board [breakfast, lunch and dinner], snacks, textbook, classroom materials and bus travel to Bensalem and Immaculata, PA for the Wednesday tour. The cost of the workshop is less for sharing a room with another participant. The commuter registration fee would cover the cost for all meals.

### Cancellation Policy

Because of the contractual agreements, the initial \$75 reservation fee will not be refunded. If full payment is made before May 1, 2009, the cost of room will be refunded on that date if the facility does not charge the amount to CLA. There will be NO REFUNDS AFTER MAY 1, 2009.

The Registration Form is on the following page and can be mailed, faxed or sent by e-mail to the Catholic Library Association.

# Registration Form

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Phone Daytime: \_\_\_\_\_ Evening: \_\_\_\_\_ Cell: \_\_\_\_\_  
E-mail \_\_\_\_\_

Please indicate how many years you have been working in the archives: \_\_\_\_ years.

Please circle

- \$950.00 Includes single room, board, classroom materials, textbook, bus tour.
- \$875.00 Includes cost of shared room, board, classroom materials, textbook, bus tour.
- \$600.00 Commuter registration includes meals, classroom materials, textbook, bus tour.

**A non-refundable deposit of \$75 is required to reserve a place for the workshop. Please note that reservations for this workshop should be made immediately as we expect to be oversubscribed in a few months.**

Make check payable to Catholic Library Association. Registrations should be sent to:

Catholic Library Association  
2009 Archives Workshop  
100 North Street, Suite 224  
Pittsfield, MA 01201-5109  
Phone 413-443-2252  
FAX 413-442-2252  
e-mail [cla@cathla.org](mailto:cla@cathla.org)

**REGISTRATION DEADLINE**

**MAY 1, 2009**