**Introduction to Archives Workshop**

**Saturday 21 September 2019 -  8:45 AM - 5:00 PM**

**Convergys Computer Lab, 1st Floor John E. Robbins Library, Brandon, MB.**

**Workshop Description**

This workshop will lead participants toward an understanding of basic archival principles, including appraisal, accessioning, description, preservation (including digital), and access.

These aspects of archival work will be explained in relation to the people and communities connected to the records, and the roles they have in relation to the archival materials. This includes the archival staff, but also the users, donors, sponsors and funders.

**Presenters**

**Sarah Story**
Sarah Story is an independent archivist and an oral historian who provides memory preservation support to families, small organizations and community groups. Sarah is a board member of the Association for Manitoba Archives. She has an interest in archival decolonization.

**Sarah Ramsden**

Sarah Ramsden has worked as an Archivist at the City of Winnipeg Archives since 2013. She is a graduate of the University of Manitoba Archival Studies MA programme and studied history at Brandon University and Queen's University. Her current research interests include information loss in municipal records and the history of parades.

**Registration Deadline**

**Monday, 9 September 2019**

Participants can use the "Register" button on the Association for Manitoba Archives Introduction to Archives course event page via http://mbarchives.ca/and provide all requested information. If you are not requesting a PayPal invoice, a copy of the registration confirmation email must be sent to the AMA office with your cheque.

Participants can also send the form below by email to ama1@mymts.net, or by regular mail to Unit 606-100 Arthur Street, Winnipeg, MB, R3B 1H3.

If you are mailing your registration please advise the AMA office by phone (204-942-3491) or email **AHEAD OF 9 September 2019**, and indicate whether you are requesting a PayPal invoice or mailing a cheque.

**Location of Workshop**

Convergys Lab: <https://www.brandonu.ca/ctlt/learning-spaces/library/>

Library location & Parking: <https://www.brandonu.ca/parking/files/2014/02/ParkingMapJUNE92016.pdf>

**Fees**

**Member:** $100

**Additional registrant(s) from same organization**: $75

**Student:** $75

**Non-Member**: $150

*Cost Includes: lunch, health breaks, and any course materials*

All registration is on a first come first served basis. Space is limited and all attendees will receive

confirmation of successful registration.

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Additional registrant(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Institution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you have any dietary restrictions? Please list them here:

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**Member:** Cheque for $100 enclosed **[  ]** or requesting PayPal invoice **[  ]**

**Additional registrant(s):** Cheque for $75 (each) enclosed **[  ]** or requesting PayPal invoice **[  ]**

**Student:** Cheque for $75 enclosed **[  ]** or requesting PayPal invoice **[  ]**

**Non-member:** Cheque for $150 enclosed **[  ]** or requesting PayPal invoice **[  ]**

**Cheque requisitioned and will follow** **[  ]**

Make cheque payable to: ASSOCIATION FOR MANITOBA ARCHIVES

Please direct any general questions to the Education Committee of the Association for Manitoba Archives at education@mbarchives.ca or call the AMA office at 204-942-3491.