



***Long Island Library Resources Council
Documentary Heritage Program Workshop
Introduction to Arrangement and Description of Historical Records***

Presenter: Antonia Mattheou, Archivist-Huntington Town Clerk's Archives

Date: September 29, 2010

Time: 9:00 a.m.-3:00 p.m.

Place: Harborfields Public Library, 31 Broadway, Greenlawn, New York 11740

Directions at: <http://harb.suffolk.lib.ny.us/directions.htm> and a printed version is on the reverse side of this form

This workshop introduces participants to the basic principles and practices for arranging and describing historical records, including personal and family papers and business and organizational records. Participants will learn core terminology; learn concepts and standards used by the archival profession relating to arrangement and description; and become familiar with access tools that can be developed to make historical records available for use.

If you need further information please contact Barbara Felitti at: (631) 675-1570 x 206 or Virginia Antonucci-Gibbons, Regional Archivist, at: 631-675-1570 x 204.

Registration fee includes continental breakfast and lunch. Please make check payable to LILRC and forward the lower portion of this form to: LILRC/CE, 627 N. Sunrise Service Road, Bellport, New York 11713-1540

Registration fee: Members: \$20:00 _____ CEU of .5 \$5.00 _____ additional

Non-members: \$40.00 _____

Students: \$20.00 _____

Please register by: September 22, 2010.

Your name: _____

Institution: _____

Address: _____

Phone (w) _____ (h) or cell _____

E-mail: _____ (in case of cancelation)