



## ***Appraisal and Deaccessioning Workshop***

***Thursday, January 14 and Tuesday, January 19, 2021***

***1:00 pm to 4:00 pm***

***Via Zoom Online presentation.***

### ***Outline:***

Join us for this workshop on managing archival collections through appraisal and deaccessioning. Participants will learn how to build a strong policy framework so that archival donations start off on the right footing once they arrive at your institution. We will discuss how to apply appraisal standards and then what to do with the items that don't fit your mandate through the implementation of a deaccessioning program. The workshop will include review of donor relationships and development of a "donation checklist"; appraisal best practices; how to assess your collection and determine deaccessioning criteria; creating a Deaccessioning Policy; methods of disposal, and public trust and ethics.

### ***Format:***

This workshop will be presented in an online format using Zoom. Participants will be provided with workshop materials (presentation slides and related resources) before the session starts.

### ***Target Audience:***

This course will be of particular interest to archivists, librarians, and museum curators who are responsible for managing the appraisal and deaccessioning procedures in their collections,

### ***Instructor:***

Lisa Glandt has an undergraduate degree in History from SFU and a Master of Archival Studies degree from UBC (2001). For the past 20 years she has worked in a wide variety of archival and records management settings including museums, municipal government, academic (both university and private school), and for private organizations. Since 2015 she has been the Education and Advisory Services (EAS) Coordinator for the Archives Association of British Columbia where she delivers workshops and webinars, teaches distance education courses, consults during site visits, and provides support and guidance to archives and archivists throughout the province.

**Museums Association of Saskatchewan (MAS) members are eligible to register at SCAA member rates for this workshop only.**

**\*All fees are per person.**

<b>EARLY BIRD REGISTRATION FEE:</b> <b>(Deadline Dec. 23rd)</b>	<b>Members</b>	<b>\$80.00</b>
	<b>Non-members</b>	<b>\$120.00</b>
<b>REGULAR REGISTRATION FEE:</b> <b>(Deadline Jan. 8th)</b>	<b>Members</b>	<b>\$100.00</b>
	<b>Non-members</b>	<b>\$150.00</b>

**You can purchase an SCAA membership and get the member rate by clicking here:**

**<http://www.scaa.sk.ca/members-section/become-a-member/>**

We gratefully acknowledge the financial support of the Saskatchewan Lotteries Trust Fund for Sport, Culture and Recreation through SaskCulture Inc.; and of the Government of Canada through Library and Archives Canada and the Canadian Council of Archives.



**Canadian Council of Archives**  
**Conseil canadien des archives**



**Appraisal and Deaccessioning Workshop  
Registration Form  
Thursday, January 14 and Tuesday, January 19, 2021  
1:00 pm to 4:00 pm  
Via Zoom Online presentation.**

Instructions to join the online platform will be sent closer to the workshop date.

**Early Bird Registration Deadline: December 23, 2020  
Regular Registration Deadline: January 8, 2021**

**Minimum # Attendees: 10**

**Maximum # Attendees: 20**

**Name of Attendee(s):**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Institution/Organization:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email Contact:** \_\_\_\_\_

**Payment:**

- Payment will be made by Credit Card (Office will call to collect information)
- Cheque (payable to Saskatchewan Council for Archives & Archivists)
- If Covid-19 has resulted in financial hardship, please contact the SCAA Office to discuss options related to the workshop fees.

**Enclosed \$** \_\_\_\_\_

**Do you require a receipt? Yes \_\_\_ No \_\_\_**

**Receipt to be sent to the following email address:** \_\_\_\_\_

**Submit registration forms to:**  
Gloria Bearss, SCAA Executive Director  
PO Box 31122 RPO Normanview  
Regina, SK S4R 8R6  
Email: [scaa@sasktel.net](mailto:scaa@sasktel.net)  
Phone 306-780-9414

**For further information on workshop content contact:**  
Cameron Hart, Archives Advisor  
Email: [scaa.advisor@sasktel.net](mailto:scaa.advisor@sasktel.net)  
Phone: 306-242-0796

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