



MemorySask Instructional Workshop

Monday, October 31, 2022

9:30 am to 11:30 am

Via Zoom Videoconference

Outline:

Standardized Arrangement and Description are two of the key phases when providing intellectual control over and access to archival records. The use of the MemorySask database provides this standardization while allowing access to your institution's holdings. By providing a template using the Rules for Archival Description (RAD), the Canadian Archival Description Standard, it ensures that the information about your records is consistent and complete so that staff and researchers can understand the creation, organization, and use of the records.

Format:

This workshop will be presented in an online format using Zoom. Participants will be provided with workshop materials and a link a few days before the session.

Target Audience:

This course will be of particular interest to member institutions who are doing descriptions for archival material, for finding aids and/or entries into MemorySask. This workshop may touch on some ways research can be conducted using MemorySask but will not focus on it.

Instructors:

Lisa Snider has been the MemoryBC Coordinator for Archives Association of British Columbia since 2016. Since 2019, she has been working for the Council of Nova Scotia Archives in roles such as Interim Archives Advisor and MemoryNS Coordinator. She was the Archeion Coordinator for the Archives Association of Ontario from 2016 to 2022 and worked with the SCAA on contract in 2021-2022. Lisa has been a digital archivist since 2010, and has worked in different archives, including: Brock University, The Harry Ransom Center at the University of Texas at Austin, and the Canadian Museum for Human Rights. She has worked with every aspect of archival work, including the preservation and access of born digital and analog materials, and has extensive experience working with AtoM since 2010. Lisa is also a well-known digital accessibility advocate and has been making digital materials more accessible for people with disabilities since 1999.

Cameron Hart has been the SCAA's full-time Archives Advisor since 2009. Prior to that starting in 2001 he was an SCAA contracted employee specializing in work on the SAIN database (now MemorySask).

REGISTRATION FEE (per person):

****Complimentary for current Individual and Institutional Members in good standing****

Each Institutional member may have multiple attendees for this virtual workshop.

Non-members - \$50.00

You can purchase an SCAA membership and take advantage of 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
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Registration Form

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Via Zoom Videoconference

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

Registration Deadline: October 27, 2022

Minimum # Attendees: 10

Maximum # Attendees: 25

Name of Attendee(s):

Institution/Organization: _____

Address: _____ **City:** _____

Phone: _____ **Email Contact:** _____

Payment (if applicable):

- Payment will be made by Credit Card (Office will call to collect information)**
- Cheque (Payable to Saskatchewan Council for Archives & Archivists)**
- Other (Please contact the SCAA Office to discuss alternate payment options)**

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
 Phone 306-780-9414

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

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