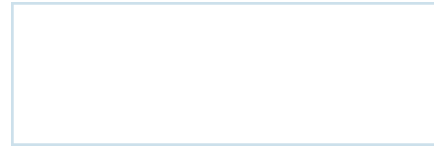


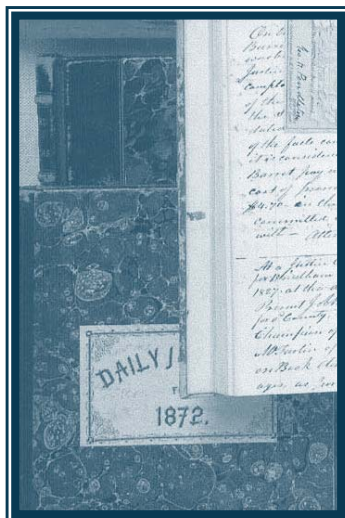
Office of the Public Records Administrator
Connecticut State Library
231 Capitol Ave.
Hartford, CT 06106-1537



Come to Learn and Share Ideas
IIMC Certified: One Point—Certified Municipal Clerk (CMC) Program
Three Points—Master Municipal Clerk (MMC) Program
Free of Charge

The Eighth in a Series of Workshops for Town Clerks,
Funded by the Historic Documents Preservation Account.

Presented by the Connecticut State Library,
Office of the Public Records Administrator and State Archives.



**From Theory to Reality: Strategies and Tips for
Putting Preservation Principles into Action**

With Speakers:

Jane Cullinane, Connecticut State Library
Lori Foley, Northeast Document Conservation Center
Patricia Ford, Image Permanence Institute

Thursday, June 8, 2006
Keeney Memorial Cultural Center
200 Main Street, Wethersfield, CT

From Theory to Reality: Strategies and Tips for Putting Preservation Principles into Action

Thursday, June 8, 2006, 8:30 am to 4:00 pm

Keeney Memorial Cultural Center, 200 Main Street, Wethersfield, CT

Workshop Agenda

- 8:30 am Registration &
Continental Breakfast
- 9:00 am Introductions
- 9:15 am Preservation Planning**
- 10:30 am Break & Refreshments
- 10:45 am Conservation Treatments**
- 12:00 pm Lunch (Provided)
- 1:00 pm Disaster Planning**
- 1:45 pm Environmental Management**
- 2:45 pm Break & Refreshments
- 3:00 pm Bringing It All Together:
Discussion and Questions**
- 3:45 pm Closing
- 4:00 pm Adjournment

Speakers

Jane Cullinane is Preservation Librarian for the Connecticut State Library and serves on the Advisory Committee for the Historic Documents Preservation Program. She will present practical approaches to **preservation planning** and **prioritizing**.

Lori Foley is Director of Field Service at the Northeast Document Conservation Center, in Andover, MA, internationally known and respected for its work in conservation and education. She will discuss **conservation treatments** and how to be an **“educated consumer.”** She will also present dPlan, a free online tool that can be used to create a **customized disaster plan** for your institution.

Patricia Ford is Coordinator of Environmental Services for the Image Permanence Institute, in Rochester, NY, a university-based, nonprofit laboratory dedicated to preservation research and services. She will speak on **monitoring and improving environmental conditions** in records storage areas. She will also give information on IPI’s environmental **monitoring and evaluation service**.

Directions

The Keeney Center is located off Exit 26 from I-91, at 200 Main Street in Wethersfield, just south of Hartford.

Parking is free and from the parking lot you may enter Keeney at the rear entrance with the **green awning**.

- **Traveling on I-91 North**, take **Exit 26** (“Old Wethersfield”). Turn **LEFT off the ramp**, then **LEFT at next stop sign**. Go to end and **turn LEFT onto Marsh St.** Follow Marsh Street, which curves around Village Cemetery. At the stop sign, turn **LEFT onto Main Street**. Keeney is the third building on your left. Just past the building, turn **LEFT into the driveway** (marked “Public Parking”).
 - **Traveling on I-91 South**, take **Exit 26** (“Old Wethersfield”). Turn **RIGHT off the ramp**, then immediately **LEFT onto Marsh Street**. Follow Marsh Street, which curves around Village Cemetery. At the stop sign, turn **LEFT onto Main Street**. Keeney is the third building on your left. Just past the building, turn **LEFT into the driveway** (marked “Public Parking”).
 - **If traveling locally**, from **Silas Deane Highway (Rte. 99)**, turn **EAST onto Church Street** (at “Corner Store”). At the second stop sign, turn **RIGHT onto Main Street**. Keeney is the third building on your left. Just past the building, turn **LEFT into the driveway** (marked “Public Parking”).
-

Register by May 25

Please register by **one** of the following methods: **E-Mail:** kmakover@cslib.org **Phone:** (860) 566-1100 x 303 **Fax:** (860) 566-1118 **Mail:** Public Records Administrator, 231 Capitol Ave., Hartford, CT 06106.

- A Town Clerk or his/her designated representative receives first priority.
- Requests for a second attendee from a town will be considered on a space available basis.
- If you have a special dietary need, please call us at (860) 566-1100 x 303 to make arrangements.

Name: _____ Municipality: _____

Title: _____ Phone: (____) _____ Email: _____