

The Eleventh in a Series of Workshops for Town Clerks,
Presented through the Historic Documents Preservation Program by the
Office of the Public Records Administrator, Connecticut State Library,
In conjunction with the Connecticut Certified Municipal Clerk Institute and the
Center for Public Policy & Social Research at Central Connecticut State University

Microfilm & Digital Imaging Projects: What You Really Need to Know

Friday, December 4, 2009, 8:30 AM to 3:30 PM
Alumni Hall, Central Connecticut State University Student Center

Awards Six Hours or Three Points towards MMC Certification, CMC Recertification
or the Connecticut Advanced Academy

About the Program

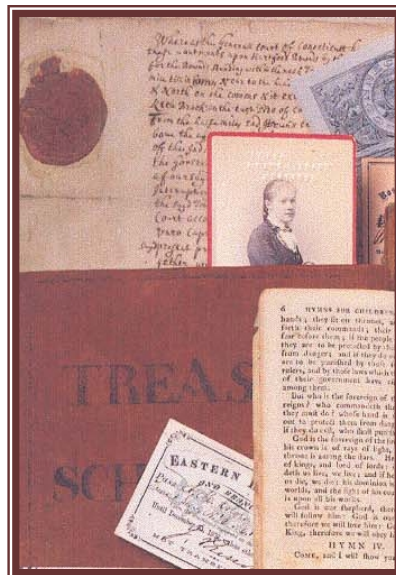
Town Clerks are responsible for overseeing many reformatting projects, including microfilm projects to ensure the security of the town's permanent records and digitization projects to improve users' access to these records.

In working with vendors, it's essential to have an understanding of these reformatting technologies, to know what to look for in the vendor contract and in the finished projects, and to manage the factors that affect the projects' quality and longevity.

This workshop will present an overview of these technologies and will include guidance on choosing among three common project options – microfilming, digitization and paper conservation – with the intention of providing the most benefit with limited funding.

Workshop Schedule

- 8:00 am Registration & Refreshments
- 8:30 am Introduction to Reformatting;
Preservation Microfilming
- 10:30 am Digitization
- 12:00 pm Lunch (Provided)
- 1:00 pm Digitization, cont.
- 2:00 pm Considering the Options:
Microfilming, Digitization and
Paper Conservation
- 3:00 pm Questions & Discussion
- 3:30 pm Adjournment



Presenter

Donia Conn is the Workshop Program and Reference Coordinator for the Northeast Document Conservation Center in Andover, Massachusetts. Founded in 1973, NEDCC is the largest nonprofit, regional conservation center in the United States. Donia presents preservation, conservation and disaster planning and recovery workshops throughout the Northeast and beyond. She earned her MLIS with Advanced Certificate in Conservation from the University of Texas-Austin and prior to joining NEDCC, worked as a rare book and paper conservator in academic institutions across the US.

Registration

The registration form and directions are available online at <http://www.ctclerks.com/>