



Connecticut State Library
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 Hartford, CT 06106-1537
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Grant Program Staff:

Eunice G. DiBella, CRM, Public Records Administrator

Dr. Mark Jones, State Archivist

LeAnn R. Johnson, CRM, Public Records Grant Program Specialist

Lizette Pelletier, Archival Consultant

Registration Information



Registration information can also be emailed to LeAnn Johnson at: ljohnson@cslib.org

Please complete and return registration form by March 15, 2004:

LeAnn Johnson, CRM
 Public Records Grant Program Specialist
 Connecticut State Library
 231 Capitol Ave.
 Hartford, CT 06106-1537
 Phone: 860-566-1100 ext 301
 Fax: 860-566-1118
 Email: ljohnson@cslib.org
 Website: www.cslib.org

Registration Form

Please check which day you would like to attend. There is a 30 person limit per day, so register early to ensure yourself a spot.

Wednesday, March 24 Thursday, March 25

Name _____

Title _____

Address _____

Phone _____

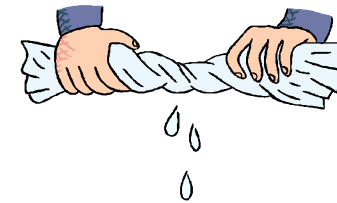
Fax _____

Email _____

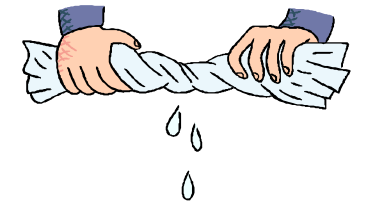
The Connecticut State Library Office of the Public Records Administrator and State Archives Presents:

SURVIVING A DISASTER

with Lori Foley, Field Representative
 Northeast Document Conservation Center



One-Day Workshop
March 24 or March 25, 2004
 8:30 a.m. to 4:30 p.m.
 (Please choose one date)



Connecticut State Library
Van Block Facility
75 Van Block Avenue
Hartford, CT

A major flood doesn't have to occur for you to face a water disaster. Water problems can result from accidents, deferred maintenance, or negligence. And if you're not prepared to deal with such problems on a small scale, an emergency can quickly turn into a disaster. This hands-on workshop will provide you with the knowledge and skills to respond to a water disaster in your municipality. A mock disaster will provide you with the opportunity to learn and practice such recovery techniques as air drying books, packing out wet materials, separating and drying documents, applying a triage approach to photographic materials, and handling maps and other oversize formats. Discussions will focus on the salvage operation and what can be done prior to a disaster to make any recovery effort successful.

This one-day workshop is the sixth in a series available to town clerks or their designee. Future programs will include topics such as electronic/computer generated records, records management, building/facility improvement, targeted and competitive grant writing, and other topics related to future grant categories.

This program is funded through the Historic Documents Preservation Account and is available *free of charge* to any Connecticut Town Clerk or designated representative.

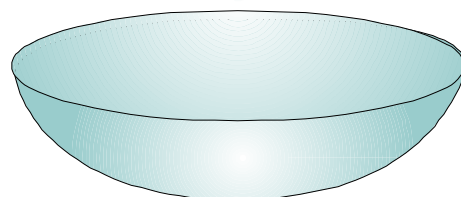
This workshop is IIMC certified. IIMC Member Town Clerks working toward a Master Municipal Clerk (MMC) designation will receive three (3) points and those working toward Certified Municipal Clerk (CMC) will receive one (1) point for attending the program. Participants will receive their certificates at the end of the workshop.

IMPORTANT NOTE
Please wear comfortable clothing and shoes because you will be working with wet, dirty materials and will be on your feet most of the day.



WORKSHOP AGENDA

- 8:30 – 9:00 *Registration*
- 9:00 – 9:15 Opening remarks
- 9:15 – 9:30 Introduction and overview
- 9:30 – 10:45 Fire extinguisher training
Hartford Fire Department Special Services
- 10:45 – 11:00 *Break*
- 11:00 – 12:30 Hands-on recovery exercise
- 12:30 – 1:30 *Lunch*
- 1:30 – 2:00 Review of recovery exercise: What worked? What didn't?
- 2:00 – 2:45 Doing it right: Hands-on recovery exercise II
- 2:45 – 3:00 *Break*
- 3:00 – 3:45 Beyond pack-out: The importance of disaster planning
- 3:45 – 4:15 Response and recovery resources
- 4:15 – 4:30 Questions and wrap-up



ABOUT THE SPEAKER



Speaker Lori Foley is the Field Service Representative for the Northeast Document Conservation Center in Andover, Massachusetts. In this capacity, she answers the demand for preservation information by conducting workshops on disaster planning and preservation practices, and provides technical advice to libraries, museums, archives, and private individuals in the New England region and beyond. Previously, Lori worked at Harvard University, where she was responsible for the conservation and preservation of the anthropology library's collections. She received hand-bookbinding training at North Bennet Street School in Boston, and is a graduate of Colorado College. Before changing careers, she spent fifteen years in various trade book production departments in the Boston area.



DIRECTIONS

**75 Van Block Avenue
Hartford, CT**

From I-91 North or South
Take Capitol Area Exit off onto Conlin-Whitehead Highway
Take 1st Exit for Columbus Boulevard
Take left at end of exit onto Columbus Boulevard
Take left onto Charter Oak Avenue
Take Charter Oak Avenue for one block
Take the fork to the right onto Huyshope Avenue
Take second right onto Sequasson Street
Go to end of Sequasson Street, 75 Van Block Avenue is immediately in front of you
Take left onto Van Block Avenue and park in gated lot on right

From I-84 Westbound
Take exit 54 (Downtown Hartford)
Stay to the left and cross over Founders Bridge
Take a left on Columbus Boulevard
Take left onto Charter Oak Avenue
Take the fork to the right onto Huyshope Avenue
Take second right onto Sequasson Street
Go to end of Sequasson Street, 75 Van Block Avenue is immediately in front of you
Take left onto Van Block Avenue and park in gated lot on right

From I-84 Eastbound
Take Exit for I-91 South to New Haven
Take Capitol Area Exit onto Conlin-Whitehead Highway
Take 1st Exit for Columbus Boulevard
Take left at end of exit onto Columbus Boulevard
Take left onto Charter Oak Avenue
Take Charter Oak Avenue for one block
Take the fork to the right onto Huyshope Avenue
Take second right onto Sequasson Street
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