

Practical Tips for the Care of Historical Documents

Presented by
The Morris County Heritage Commission
and the
Washington Township Historical Society

When: March 3, 2010. *Snow date March 4.*
Program 6:30-8:30 p.m.
Registration, Networking and refreshments 5:30 p.m.

Where: Morris County Cultural Center
300 Mendham Road Morris Township

Speaker: Joseph M. Ciccone, J.D., C.A.

Fee: No charge; advance registration required.

Who Should Attend?

Anyone who is responsible for the preservation, archiving, display or handling of historical documents and/or collections should attend the workshop. This includes professional historians, historical societies, library staff and volunteers, church or organizational historians, family historians, and genealogy groups. Topics to be discussed include *Collection Preservation* (environment, storage, reformatting/digitization); *Collection Access* (arrangement, description); and *Funding Opportunities*.

The Speaker

Joseph M. Ciccone is a certified archivist with extensive experience managing both library and archival operations. He has conducted workshops for the Mid-Atlantic Region Archive Conference (MARAC) on both copyright law and oral history and served on the board of the New York Archivists Roundtable (NYART) from 2002 through 2006. In 2008 he was elected to the Board of the New York Preservation Archives Project (NYPAP). Joe Ciccone is the Principal and Founder of Ciccone Archival Consulting, LLC, whose consultants help organizations preserve and make use of their archival collections.

How To Register

Please fill out the form below and contact the Washington Township Historical Society by email at info@wthsnj.org, by telephone (908) 876-9696, or via mail to WTHS, P.O. Box 189, Long Valley, NJ 07853. Registration deadline is February 26th.

Directions to the Cultural Center

The Morris County Cultural Center is located at 300 Mendham Road (Route 24), approximately two miles from the center of Morristown. For details, visit the Morris County Heritage Commission website at <http://www.co.morris.nj.us/MCHC>.

If you have further questions about this workshop, contact Shelly Heretyk at the Washington Township Historical Society at (908) 876-9696 or by email at info@wthsnj.org.

Practical Tips for the Care of Historical Documents

*A Free Workshop Sponsored By
The Morris County Heritage Commission
And
The Washington Township Historical Society*

Presented by Joseph M. Ciccone, J.D., C.A.

Wednesday, March 3, 2010
Registration opens at 5:30 p.m.
Networking and Refreshments 5:30 p.m. – 6:30 p.m.
Program 6:30 – 8:30 p.m.
at the
Morris County Cultural Center
300 Mendham Road (Route 24) Morris Township

Topics covered will include

- Collection Preservation (Environment, Storage, Reformatting/Digitization),
- Collection Access (Arrangement And Description)
- CAPES
- Funding Opportunities

Directions: *From Morristown:* Route 24 (510) West toward Mendham. Pass Delbarton School. After Lewis Morris County Park and property with white fence, turn left up the steep drive. *From the West:* Route 24 (510) East through Mendham about 3 miles past the shopping center. After "Welcome to Morris Township" sign on right, take the next right up the steep hill.

 Accessible)

Please register me for the Care of Historical Documents program on March 3rd
(snow date March 4th)
There is no charge for the program, however registration is required

Name: _____

Organization: _____

Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

Send to:

Washington Township Historical Society
P.O. Box 189, Long Valley, NJ 07853,
Phone (908) 876-9696 E-mail info@wthsnj.org