

# Managing and Preserving Digital Materials

**Date**

Friday, September 14, 2007

**Time**

9:00 a.m. — 4:00 p.m.

(Registration begins at 8:30 a.m.)

There is no entry to the Library of Congress prior to 8:30 a.m.)

**Place**

The Library of Congress  
Madison Building  
Mumford Room, 6th Floor  
101 Independence Avenue, S.E.  
Washington, DC

**Metro**

Capitol South  
(Orange/ Blue Lines)

**Sponsor**

FLICC Preservation and  
Binding Working Group/  
SOLINET

**Information**

Call FLICC (202) 707-4813

TTY (202) 707-4995

Request ADA Accommodations five  
business days in advance at

[ADA@loc.gov](mailto:ADA@loc.gov).

**Cancellations**

Make cancellations 48 hours  
prior to the start of an event or  
the full fee will be charged.

**Registration**

\$230 for FT Accounts/

\$250 all others. Register

online at <http://www.loc.gov/flicc/feveform.html>.

This workshop introduces participants to the principles of preserving and providing access to materials in digital formats.

Topics will include methods and issues in

- selecting
- accessioning
- providing reference
- preserving materials in electronic form.

Among other activities, participants will analyze and prepare an access and preservation plan for a set of simple digital materials. The workshop is intended for archivists and librarians who have a good understanding of archival principles and techniques, but who need basic training in how to apply those principles to records in electronic form.

Leading the workshop is Thomas J. Ruller, Supervisor of Data Processing, New York State Education Department; Ruller coordinates the information technology services of the New York State Museum, State Archives, State Library and Bureau of Public Broadcasting.