



Educating archivists and their constituencies

National Association of Government
Archivists and Records Administrators
2002 annual meeting



Table of contents

- ◆ Background and partners
- ◆ Concept and work plan
- ◆ Invitation process and workshop content
- ◆ Lessons thus far
- ◆ Revisions
- ◆ Products
- ◆ MN program



Background

- ◆ NHPRC funded
- ◆ 2001 – 2002
- ◆ MHS sponsor
- ◆ MHS staff: Jennifer Johnson, Shawn Rounds, Bob Horton



Partners

- ◆ Delaware Public Archives
- ◆ Indiana University Archives
- ◆ Ohio Historical Society
- ◆ KY Dept. for Libraries and Archives and KY Governor's Office of Technology
- ◆ San Diego Supercomputer Center
- ◆ Smithsonian Institution Archives



Concept



- ◆ SDSC Archivists' workbench project
- ◆ Archivists' need for education
- ◆ Goals: learn to speak the language and start to form partnerships
- ◆ Form communities of learning
- ◆ DIY: education provider



Why metadata and XML?

- ◆ Metadata = data about data
 - Locate, describe, manage and evaluate information
- ◆ XML = extensible markup language, which assigns semantic value to the structure and content of documents
 - Share, use and manipulate information across different systems

Why metadata and XML?

<i>Record</i>	<i>Values</i>	<i>IT architecture</i>
Content	Data	Data
Structure	Information	Display
Context	Knowledge	Application



Work plan

- ◆ Partners' meeting
- ◆ Research
- ◆ Advanced Strategies, Inc.
- ◆ Course design
- ◆ Field tests
- ◆ Products freely available online



Workshops vs. web presentation

- ◆ Difficulties of web-based courses
 - Cost
 - Expectations by users
 - User motivation
- ◆ Opportunities of face-to-face contact
 - Build on-going relationships



Beta tests

- ◆ Partners' meeting
 - Midwest Archives Conference, Indianapolis, IN, October 2001
- ◆ Minnesota Historical Society
 - Metadata workshop beta test: September 2001
 - XML workshop beta test: April 2002



The Process



- ◆ Invitation
- ◆ Pre-course materials
 - Recommended readings
 - Self-evaluation
- ◆ Workshop
- ◆ Course evaluation
- ◆ Post-course materials



Field tests

- ◆ Schedule
 - Midwest Archives Conference, 1 May 2002
 - Ohio Historical Society, 17-18 June 2002
 - KY Dept. of Library and Archives, 1-2 August
 - Smithsonian Institution Archives, 12-13 August
 - Indiana University, 12-13 September
 - Delaware Public Archives, 7-8 October
- ◆ Test concept



Metadata workshop units

- ◆ Introduction
- ◆ Unit I: Defining metadata
- ◆ Unit II: Using metadata with electronic records
- ◆ Unit III: Learning more about metadata and its applications
- ◆ Unit IV: Recordkeeping and access metadata
- ◆ Unit V: Putting it all together
- ◆ Appendix: Bibliography



XML workshop units

- ◆ Introduction
- ◆ Unit I: Defining XML
- ◆ Unit II: What does XML look like?
- ◆ Unit III: Presenting XML
- ◆ Unit IV: XML tools and editors (free)
- ◆ Unit V: Future trends



XML workshop units

- ◆ Unit VI: Using XML
- ◆ Unit VII: Encoded Archival Description
- ◆ Unit VIII: Putting it all together
- ◆ Appendix A: Where can I learn more?
- ◆ Appendix B: XML tool and editors
- ◆ Appendix C: Bibliography



What have we learned?

- ◆ Audiences understand the context of the problem
- ◆ Participants are interested in standards and how to apply them
- ◆ Interested in building relationships with other participants
- ◆ Demand for knowledge



What have we learned?

- ◆ Basic questions:
 - What standards are being used?
 - Who's using the standard?
 - What are they doing with metadata/XML and why?
 - What applications are they using?
 - Where can I find a real-life example of implementation?



What will we change?

- ◆ Begin to answer these questions
- ◆ Shorten the context of the problem
 - They have the basic knowledge
- ◆ Lessen the focus on paper records
- ◆ Solutions come from real-life experiences applied to new situations



Products

- ◆ Two 8 hour workshops, two 2 hour workshops
- ◆ Slides, scripts, pre- and post-course materials
- ◆ Bibliographies/resource lists
- ◆ DIY or hire us



How it all fits together

- ◆ Education: TIS, ERM Guidelines, workshops, formal/informal groups
- ◆ Standards and tools: Metadata, XML, GIS, Technology Architecture
- ◆ Projects: ERERTF, GIS, information discovery/delivery/use



Contact information



[http://www.mnhs.org/
preserve/records/edarchivists.html](http://www.mnhs.org/preserve/records/edarchivists.html)

jennifer.johnson@mnhs.org

robert.horton@mnhs.org