

Thank you for registering for the Metadata for Information Resources Workshop. We look forward to meeting you on **[day and date here]**. Before the session, we ask that you acquaint yourself with some of the concepts we will address in class. To prepare, please look over the following materials:

- Recommended readings
- Additional resources
- A self-evaluation

### **Recommended Readings**

We want all of the workshop participants to have some common knowledge of the topics we will discuss. The first reading is a priority and a pre-requisite for the workshop. If you are not familiar with electronic records concepts, please also take the time to read the other materials.

1. *Introduction to Metadata: Pathways to Digital Information*. 2000. 43 pages.  
<http://www.getty.edu/research/institute/standards/intrometadata/index.html>

This reading offers articles on the background and definition of metadata, and how metadata intertwines with the World Wide Web. See particularly:

- *Setting the Stage* by Anne J. Gilliland-Swetland
- *Metadata and the World Wide Web* by Tony Gill

2. Minnesota Historical Society, State Archives Department. *Electronic Records Management Guidelines*. 2002. 124 pages.  
<http://www.mnhs.org/preserve/records/electronicrecords/erguidelines.html>

The guidelines offer a general introduction to issues of concern for those working with electronic records. The topics include:

- Electronic Records Management Strategy
- Metadata
- File Naming
- Electronic Document Management Systems
- E-mail Management
- Web Content Management

3. DLM Forum. *Guidelines on Best Practices for Using Electronic Information*. 1997. 61 pages.  
<http://europa.eu.int/ISPO/dlm/documents/gdlines.pdf>

The guidelines provide best practices for dealing with electronic information. Please review

- Chapter 2: From data to structured electronic information
- Chapter 8: Annexes

### **Additional Resources**

In addition to the recommended readings, there is other material on electronic records issues, metadata, and eXtensible Markup Language (XML) to review if you are interested and have the time. This material is presented on the web site of the State Archives Department, Minnesota Historical Society.

Educating Archivists and their Constituencies Resource Lists

<http://www.mnhs.org/preserve/records/workshops/edarchivistsres.html>

### **Self-Evaluation**

Finally, we ask that you fill out the following self-evaluation and return it to us by [**day and date here**]. This will give us helpful background information on your electronic records program, your partners, and your knowledge of information technology and electronic records. The evaluation will also give us a better understanding of your expectations and help us fine tune the workshop to meet your needs and interests. Please bring a copy of your self-evaluation with you to the workshop, as we will use it during the introductions at the beginning of the day.

[Attach self-evaluation here]

### **Getting There**

As mentioned in the invitation, the workshop will be held on [**day and date here**], from [**time here**], at [location and address here]. [Lunch and refreshments will be provided.]

[Add a link to directions and/or a map here]

Please do not hesitate to contact us if you have any questions. We look forward to meeting you on [**date here**].

[Instructors names, e-mail addresses, and telephone numbers]