

ASA Continuous Professional Development Workshop

Introduction to Accessioning

9.00am – 12.30pm Friday 3 September 2010

An introduction to Accessioning is a **half-day, professional development workshop**, developed and presented by well respected, professional archivist - **Barbara Reed** of Recordkeeping Innovation Pty Ltd. The workshop will cover:

- What is accessioning?
- Practical exercises in accessioning
- Relationship of accessioning to other archival practices such as arrangement and description
- Automation options

A case study and practical exercises will be used to guide you through key aspects of **Accessioning** based on the principles outlined in **Keeping Archives III**, the ASA's flagship 'how to' manual.

Venue: National Archives of Australia (WA), 384 Berwick Street East Victoria Park

Cost: (Half Day) including morning tea and materials. Participants attending both the morning and afternoon sessions will also receive a light lunch.

- ASA/ALIA Members \$150
- RMAA Members \$202.50
- Non-Members \$225

A discount of 10% is offered to bookings of two or more workshops on the same registration form.

A discount for ASA publications will be offered via a code which can be used via the website.

Where registrations are not sufficient to cover costs workshops will be cancelled or rescheduled.

Cancellation Policy: Cancellations must be received at least one week prior to event, or registration fees will not be refunded. Substitute delegates are welcome if named attendees are unable to attend.

Registrations: Please register online [here](#).

Queries: Please contact Margaret Paterson - meggie@wn.com.au

or Mel White - aus.archivists@gmail.com