



CALIFORNIA
STATE ARCHIVES

CALIFORNIA STATE ARCHIVES PRESERVATION WORKSHOP

GENERAL INFORMATION

Each year in celebration of Archives Month, the California State Archives hosts a free one-day Preservation Workshop. This workshop teaches basic preservation techniques for repairing paper-based materials. Topics include: surface cleaning, mending and flattening methods suitable for small institutions. Supplies and practice documents are provided by the California State Archives. Attendees will receive an hour lunch break, however, lunch will not be provided.

The 2015 Preservation Workshop will be open to twelve individuals and will be held on **Tuesday, October 20th, 2015 from 9:30 am – 4:30 pm** at the California State Archives Preservation Lab, 1020 “O” Street, 3rd Floor, Sacramento, CA 95814.

APPLICATION INFORMATION

- Participation in the California State Archives Preservation Workshop is by application only. To be considered for selection to the Preservation Workshop, applicants must complete the following application form.
- Applicants should demonstrate a professional need to learn preservation and conservation techniques. It is suggested that participants currently hold a volunteer or paid position that involves direct work with historical records.
- **Applications should be fully completed and received no later than September 4th, 2015.** Applications should be typed or clearly printed in black ink and may be submitted by email or mail using the address listed below. Applications are available as a fillable PDF through our website: <http://www.sos.ca.gov/archives/public-events/archives-month/preservation-workshop/>.
- **Institutions may apply for admission of multiple staff members on the same application.** Depending on the number of responses we receive, we may only permit one attendee from each repository.

Application questions and submissions may be directed to the California State Archives:

California State Archives
1020 O Street
Sacramento, CA 95814
916/653 – 7715
FAX: 915/651 – 6604
ArchivesEvents@sos.ca.gov



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APPLICATION FORM

Applications should be fully completed and received no later than September 4th, 2015.

I. Institution Information			
Institution Name:			
Address:			
	Street		
	City	State	Zip Code
Phone Number:			

II. Institution Attendees (List names in order of priority)			
	Name	Position	Email
1.			
2.			
3.			
4.			
5.			

III. Background Questions			
A. Institutional Holdings – Please check the general types of records your institution holds.			
<input type="checkbox"/>	Personal papers (diaries, manuscripts)	<input type="checkbox"/>	Photographs
<input type="checkbox"/>	Institution records (university, corporate)	<input type="checkbox"/>	Electronic records
<input type="checkbox"/>	Government records	<input type="checkbox"/>	Audio-visual materials
<input type="checkbox"/>	Publications	<input type="checkbox"/>	Artifacts (three-dimensional objects)
<input type="checkbox"/>	Oral histories	<input type="checkbox"/>	Other List:

B. Please provide a brief description of any current preservation or conservation projects you are working on.

C. In what ways would you benefit from basic training in preservation and conservation?