



Association of Jesuit Colleges and Universities
Archival Summit on Electronic Records and Digital Initiatives
September 28-29, 2005

The Meeting At A Glance

When September 28-29, 2005

Where

Department of Special Collections and University Archives,
John P. Raynor, S.J., Library, 1355 W. Wisconsin Ave., Milwaukee

Accommodations

The Holiday Inn Milwaukee City Centre is located at 611 W. Wisconsin Avenue, seven blocks east of the Raynor Library. It is an easy 8-12 minute walk. A block of rooms has been reserved for meeting attendees at a special rate of \$89 plus tax. The block is reserved for the nights of September 27, 28, and 29 to accommodate a variety of travel schedules. To make your reservation, please call the hotel at (414) 273-2950 or 1-800-HOLIDAY (800-465-4329). The name of the group is "Marquette University Archives." The block is guaranteed at this rate only through August 27. Be sure to call prior to that date to get the reduced rate, as unreserved rooms will be released to the general pool at that time.

Tourism Information

For general information about Milwaukee, visit the Greater Milwaukee Convention and Visitor's Bureau at:
www.milwaukee.org/main.cfm [.]

Americans with Disabilities Act

Marquette University welcomes individuals to participate in the meeting. If you have a visual, aural, or other impairment that is defined as a disability under the Americans with Disabilities Act, please contact us in advance so that every effort can be made to ensure your full participation in this meeting.

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Air: The General Mitchell International Airport, located on the south side of Milwaukee, is a 15-minute drive from the Holiday Inn and the Marquette University campus. Most major carriers serve the Mitchell Airport.

Taxi and Shuttle: The Holiday Inn does not offer shuttle ride to and from the Mitchell airport. However, Airport Connections provides a shuttle service to and from the airport. A one-way ticket from the airport to the Holiday Inn costs \$11. A roundtrip ticket costs \$19. In the baggage claim area near carousel #2, a desk with an Airport Connection display is staffed by an agent from 7:30 a.m. to midnight. They accept cash or credit. A return service can be scheduled at the time of purchase or scheduled via a phone call 24 hours prior to pick-up. To contact Airport Connections directly call 1-800-235-5450. For more information go to www.mkelimo.com Taxi service to the hotel from the airport costs approximately \$25.

Train: The Amtrak train station is located five blocks from the Holiday Inn. Taxi service is available outside the main entrance of the station.

Public Transit: The Milwaukee Transit System has buses that run from the hotel to Marquette. Bus routes 10, 23, and 30 run from downtown to Marquette. Bus service is \$1.75. Please contact Matt Blessing at (414) 288-5901 if you need another method of transportation between the hotel and Marquette University.

Parking: Parking for the meeting's available in the visitor's ramp located at 749 N. 16th Street between Wisconsin Avenue and Wells Street. The entrance to the parking ramp has a large blue sign overhead noting the "Visitor Parking Entrance." There is a \$4 fee charged to park in the ramp. Credit cards are accepted.

Guests lodging at the Holiday Inn are charged \$10 per car per night. Several parking structures are within walking distance of the hotel and available when the hotel's lot is full.

CONTACT INFORMATION

Matt Blessing
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Raynor Memorial Libraries
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The Meeting At A Glance

September 28, 2005

8:00 a.m.

Registration. Coffee, juice, and rolls will be available.

8:45 a.m.

Welcome. Dr. Nicholas C. Burckel, Dean of Marquette University Libraries

9:00 a.m. – 11:30 a.m. and 1:00 – 4:30 p.m.

“Management of Electronic Records for Practicing Archivists”

Instructor: Geof Huth, New York State Archives

Geof Huth is currently the Manager of the New York State Archives' Records Advisory Services, overseeing a regionally-based program of archives and records management advisory services to local governments and state agencies in New York State. He frequently speaks about electronic records and other records management issues across the state of New York and the country. Previously, Geof managed the Records Service Development, where he oversaw retention scheduling and the development of records management workshops, publications and web-based resources for state and local government. A major focus of the unit was to develop new services in electronic records management, including documenting eGovernment transactions, preserving electronic records, and identifying records in geographic information systems.

11:30 a.m. – 1:00 p.m.

Lunch

We are offering a boxed lunch option. Lunches must be ordered in advance. You may include the payment for your meal with your registration fee, or pay for it at the on-site registration. Please make all payments payable to “Marquette University.”

Box Club \$8.95 Smoked Turkey Club with Bacon, Lettuce, Tomato and Guacamole on a French Roll. Includes Pasta, Potato or Fruit Salad, and fresh baked cookies.

Mediterranean Pita Pocket \$8.50 Pita Pocket filled with Julienned Vegetables, Feta Cheese and Raspberry Vinaigrette, Whole Fruit, Potato Chips, and Brownie or Cookie.

Supper at Historic Turner Hall. An 1883 landmark in downtown Milwaukee, Historic Turner Hall serves Classic American and German specialties, offering a wide menu selection including appetizers and nightly specials at reasonable prices. Please meet in the lobby of the Holiday Inn at 6:30 p.m. Individuals who desire to walk the ½ mile to the restaurant will depart at 6:35 p.m. Several vehicles will depart at 6:45 p.m.

The Meeting At A Glance

September 29, 2005

Formation of a Digital Consortium among AJCU Institutions

- 8:00 a.m. Coffee and juice will be available.
- 9:00 a.m. Background, Objectives, and Introduction of Steering Committee,
Matt Blessing, Marquette University
- 9:30 a.m. Report from Content & Selection Committee,
Mark Savolis, College of the Holy Cross
- 10:00 a.m. Report from Technical and Platform Committee,
Anne McMahon, Santa Clara University
- 10:30 a.m. Break
- 10:45 a.m. Considerations on Getting Started and Participating in a Digital Project
Anne McMahon, Santa Clara University, Silicon Valley History Project
William Fliss, Marquette University, Native American Images Project
- 11:30 a.m. Open Discussion on Feasibility, Interest, and Objective of Pilot Project
- Noon Lunch at Lunda Room, Alumni Memorial Union
- 1:30 p.m. Subcommittee Break-out Sessions:
- a. Content & Selection Committee
 - b. Technical and Platform Committee
 - c. Meta-Data Standards Committee
 - d. Partnerships and Financial Requirements
- 3:00 p.m. Preliminary Reports from Subcommittees
- 4:00 p.m. Wrap-Up. Schedule for 2005-2006. Evaluation.

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Milwaukee, WI 53201-3141

REGISTRATION

Archivists and other information professionals from any Jesuit provincial archives or AJCU institution are welcome to attend. There is no fee for guests affiliated with Jesuit institutions, but **advanced registration is required**. Travel, lodging, all meals, and other costs are the responsibility of the guests or their employers.

Name: _____

Business Address: _____

Business Phone: _____

Email: _____

Fax: _____

Arrival/Departure Date and Time (if known):

September 28 Box Lunch Option

Box Club \$8.95 OR Mediterranean Pita Pocket \$8.50

Payment Included OR Will Pay at Meeting

Special Accessibility Requirements:

PLEASE SUBMIT THIS REGISTRATION BY SEPTEMBER 15TH

Matt Blessing
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Marquette University Libraries
1355 W. Wisconsin Avenue
Milwaukee, WI 53201
FAX: (414) 288-6709

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