Managing Historical Documents
Application Form

Stage 1: University of New South Wales
Monday 16 June to Friday 20 June 2014

Stage 2: Field Practicum University of NSW Archives
Monday 23 June to Friday 27 June 2014

Send To: Ms Taline Tabakyan
School of Humanities and Languages
Level 2, Room 263, Morven Brown Building
The University of New South Wales
SYDNEY NSW 2052

I wish to enroll in the Managing Historical Documents Short Course to be held at the University of New South Wales, Kensington, from 16 June to 27 June 2014.

Payment Option: Cheque / Money Order / Credit Card

Please circle: I enclose my cheque / money order as payment confirmation for $150 deposit or total amount of $1300.

Please Note: Credit card payments must be processed in person at the UNSW treasury, in the Chancellery, by the card holder. Participants, who wish to pay the balance of the course fees by credit card, must come to the School of Humanities and Languages Office prior to the commencement of the course, on the first day of Stage 1 with their credit card, for payment instruction.

This Short Course does not attract GST.
A Tax Invoice will be mailed out to your postal address upon receipt of payment.

Name: ……………………………………Title: …………………………………
Postal Address: ……………………………………………………………………………………………...
……………………………………………………...Postcode: ………………………
Phone: ……………………………………………Mobile: …………………………………
Email: …………………………………………………………………………………………………..…

Please print 2 copies of this form if you are making 2 separate payments (1 form to be used for the $150 deposit and 1 for the outstanding balance)
Managing Historical Documents
Short Course

Intensive Programme

Stage 1: Principles and Techniques
Monday 16 June to Friday 20 June 2014
School of Humanities and Languages
University of New South Wales

Stage 2: Field Practicum
Monday 23 June to Friday 27 June 2014
University of New South Wales Archives

Course Co-ordinator
Dr Peter Orlovich
Visiting Fellow
School of Humanities and Languages
University of New South Wales

Chief Archivist
SBW Foundation Archives and Performing Arts Collection
peter@peterorlovich.net

Contact:
School of Humanities & Languages
The University of New South Wales
Sydney NSW 2052
Phone: (02) 9385 2343
Fax: (02) 9385 8705
Web: hal.art.unsw.edu.au
Email: t.tabakyan@unsw.edu.au
Managing Historical Documents Short Course
Two Stage Intensive Programme

This course provides an opportunity for you to learn the theoretical and practical aspects of preserving and organizing archives and historical documents, whether they be family papers and manuscripts or the archives of public or private corporations, organizations, associations and societies. The course curriculum has relevance to custodians of archives and historical manuscripts of public as well as private organizations, and is of particular relevance to local studies librarians, museum and historical society curators whose custodial responsibilities also include local government archives and private or personal papers.

The knowledge and skills imparted in this course have application for the management of archives and manuscripts in a wide variety of institutions and organizations, such as schools and colleges, churches and religious congregations, professional associations and learned societies, industrial organizations, pastoral and agricultural societies, business corporations, and local government authorities.

Pre-requisite Requirements
There are no pre-requisite qualifications required for enrolment in the course. However, it is desirable that participants should be able to present their written assignments in word processed form, or to arrange for them to be typed in word-processed form, as one of the major outcomes of the course will be a report on, and an inventory of, the archives of an organization or agency.

Dates of the Course
The course will be offered in intensive mode over two Stages in two consecutive weeks between 16 June and 27 June 2014, as follows:

Stage 1 Principles and Techniques
Monday 16 June to Friday 20 June 2014 (Times 9am – 5pm)
Venue: Principally at the University of New South Wales, School of Humanities and Languages, Room G6, Ground Floor, Morven Brown Building, but includes visits to some archival repositories in the Sydney area.

Stage 2 Field Practicum
Monday 23 June to Friday 27 June 2014 (Times 9am - 5pm)
Venue: To be conducted at the University of New South Wales Archives.

Accommodation
Intending participants who reside outside of the Sydney metropolitan area should make their own accommodation arrangements for the duration of the two stages of the course to suit their own convenience. A list of motels providing accommodation in the vicinity of the University of New South Wales at Kensington and Randwick can be supplied upon request from the Course Convenor at the School of Humanities and Languages.

The Course Venues
Stage 1 of the course will be offered principally at the Kensington Campus of the University of New South Wales. Excursions may be made to one or more of the following: a Local Government archive repository; the Australian Natural History Museum Archives; Archives of the Congregation of the Sisters of Charity at Potts Point; Art Gallery of NSW Archives and/or a Theatre Company archives. Although the University encourages public transport, and the Short Course is offered 'out of session', there will be limited street parking around the University while University examinations are conducted.
Stage 2 will involve students in a Field Practicum undertaken at a local government authority; a tertiary education institution or college; an association or society or other such organisation as is deemed appropriate and relevant for the participants. The location of this will be confirmed prior to the commencement of Stage 1 of the course, and will be within the Sydney area. The 2014 Practicum will be conducted at The University of New South Wales Archives which is located on Level 1 of the University Library on the main Kensington campus.

Enrolment Fee
The enrolment fee for the course is $1300, which will include tuition, morning and afternoon tea and course notes.

Enrolment Procedure
If you wish to enrol, please complete the form on the reverse of this page expressing your interest in the course and return your deposit of $150 (or full amount of $1300) to Taline Tabakyan at the School of Humanities and Languages. Upon receipt of your deposit your name will be added to our mailing list, details of the course outline and a Tax Invoice will be sent to you. If you require an extension of time in which to arrange for payment of your enrolment fee, please contact Taline Tabakyan in order to make special arrangements to defer payment of the enrolment until commencement of the Stage 1 of the course.

Further information
For further information and course outlines please contact: The School of Humanities and Languages, University of New South Wales by telephone: (02) 9385 2343; Fax: (02) 9385 8003 or email: t.tabakyan@unsw.edu.au

Course Coordinator
The Short Course in Managing Historical Documents will be coordinated and taught by Dr Peter Orlovich, Visiting Fellow, School of Humanities and Languages, University of New South Wales. His email address is peter@peterorlovich.net if you require any technical details. Following an initial appointment as Mitchell Library Research Fellow in the Mitchell Library Manuscript Department in 1964-1965, Dr Orlovich served for seven years as Archivist and later Assistant Senior Archivist with the Archives Office of NSW before his appointment as Lecturer in Archives Administration at the University of NSW in 1973 where he inaugurated the first professional graduate diploma and postgraduate tertiary level courses in Archives Administration in Australia. He has undertaken extensive research on the management of local government archives and the archives of churches and religious congregations. From 2003 to 2007 he served as Part-Time Archivist with Kogarah Municipal Council, and concurrently from 2002 to 2009 as Director of Archives with the SBW/NIDA Archives and Performing Arts Collection, a collaborative partnership of the Seaborn, Broughton & Walford (SBW) Foundation and the National Institute of Dramatic Art (NIDA). Since 2009 he has been Chief Archivist with the SBW Foundation Archives, Library and Performing Arts Collection. His research interests include the history of archival training and the ‘science’ of archives, archival development in Australia, New Zealand and the Pacific Islands, and the evolution of administrative history as an auxiliary science to Archives Administration.