



Booking Form: (Please include with payment)

Full Name	Address	Organisation if applicable

**MAITLAND & DISTRICT HISTORICAL SOCIETY**

in conjunction with the

**ROYAL AUSTRALIAN HISTORICAL SOCIETY**

will hold a

**SEMINAR ~ WORKSHOP**

**CARING FOR LOCAL AND COMMUNITY ARCHIVES**

Presented by Senior R.A.H.S. Vice President

**CHRISTINE YEATS**

at

**BROUGH HOUSE**

**Church Street, Maitland**

**on Wednesday 28 February 2018**

**10.30 am ~ 2.30 pm**

**Cost: \$20**

**Student/Pens: \$15**

*A light lunch is included*

**Bookings by 20 February 2018**

P: Val Rudkin 0417 461 602

E: [rudkin@internode.on.net](mailto:rudkin@internode.on.net)

We welcome Christine Yeats to Maitland. Christine has had years of experience as an archivist with N.S.W. State Records and has conducted seminars to assist those keeping local records to do so with the correct methods known.

She will discuss storage, collection policies, arranging and describing collections, preservation and access policies.

This is a must attend seminar for all who are involved with the community history in its various shapes and forms. It is also an essential for the family historian, as most will have old photographs and documents that are family treasures. The methods of safe keeping for all aspects of historical data is essential to us all.

There are carparks in the area. Access off Church Street on the right as this is a one-way street. Also on the right of Elgin Street a one-way street also. Undercover parking area behind the KMart store with access from Ken Tubman Drive.

Brough House is one of Maitland's historic buildings, erected c. 1870 and the seminar will take place on the ground floor. Please mention when booking if you have any mobility concerns or dietary requirements.

### **Programme:**

- 10.30 Welcome and Introduction
- 11.00 Caring for Local and Community Archives  
presented by Christine Yeats
- 12.30 Lunch
- 1.15 Making the best use of Trove  
presented by Christine Yeats
- 2.30 Close

There will be ample question time throughout the Seminar.

Early booking is essential:

Payment can be made to the Maitland & District Historical Society at a branch of the Commonwealth Bank or online.

Account No. 00901730

BSB: 062 807

or by cheque forwarded to:

The Secretary  
Maitland and District Historical Society  
P O BOX 333 Maitland NSW 2320