Unless otherwise noted, all sessions will be held at the Hyatt Regency, 1000 Boulevard of the Arts, Sarasota, FL 34236

Registration begins at 8:30 AM on Wednesday, Thursday and Friday

Tuesday, May 1
12:00 - 5:15  Planning and Managing Digital Projects - John Nemmers & Mark Sullivan, University of Florida
5:15 - 6:00  Publishing Finding Aids with "Florida Finding Aid Factory" - Caitlin Nelson, Florida Center for Library Automation (FCLA)

Wednesday, May 2
9:00 - 9:15  Opening Statements & Introductions
9:15 - 10:00  One Fish, Two Fish: Bringing Archives to the Front of the Tank - Erin Mahaney, Mote Marine Laboratory
10:15 - 12:00  Central Florida Mosaic Interface - Dr. Connie Lester, Katie Marra and Connie Harper, University of Central Florida History Department
12:00 - 2:00  Lunch on your own
2:00 - 5:00  Digital Preservation Planning Workshop - Wenxiang Zhang, Rollins College
5:30 - 6:00  Mixer at the Hyatt
6:30 - 7:30  Guided Trolley Tour of Sarasota’s Architecture

Thursday, May 3
8:15  Board of Directors Meeting
8:30  Silent Auction Opens
9:00 - 9:45  Transitioning Collections: Steps Toward Creating an Archive – Gail Donovan, New College of Florida
9:45 - 10:15  Explore Exhibitors and Posters: Hollinger Metal Edge, Crawford Media, Preservation Technologies
Posters: KimBoo York, Florida State University: “Reductiong the Backlog: Project Management in Collection Processing”
Ariana Santiago, University of Central Florida: “Harrison Price Exhibit”
Sonia Wade Lorenz, Florida Southern College: “Shirley Jackson Case Collection”
10:15 - 11:30  SFA Business Meeting; Award of Excellence & Judith Beale Scholars Announcements
11:30 - 1:00  Luncheon with guest speaker Joe King, author of Paul Rudolph: The Florida Houses - Hyatt
1:15 - 2:30  Connecting to Collections: Emergency Planning for Cultural Heritage Institutions - Burt Altman (Moderator), Florida State University
3:00  Arrive at the John & Mable Ringling Museum of Art
3:30  Cà d’Zan tours start
5:00 - 7:00  Reception at the Treviso (Ringling Museum of Art). Museum closes at 8 pm.

Friday, May 4
9:00 - 9:45  "Race Against Time" Historical Video Documentary - Jeff Mustard, Bamboo Agency
10:00 - 11:15  Omeka in the Archives - Andy Huse & Melanie Griffin, University of South Florida
11:30 - 12:15  On Both Sides of the Collaboration Table: How to Seek Out and Facilitate Collaborative Relationships with Other Organizations: Joy Banks, Bok Tower Gardens, and LuAnn Mimms, Florida Southern College
12:15  Conference ends. See you next year in Tallahassee!
Reducing the Backlog:
Project Management Methods in Collection Processing
KimBoo York, Florida State University MUS program

POSTER: Posters

ABSTRACT

The project management approach in the poster is briefly described in theory. Prominent institutions and authors have endorsed this approach as "characterized by methodological and organizational management and addressing special management techniques, with the purpose of obtaining faster and easier use of existing resources." (Kosca: 2000)

The backdrop of the management process in the poster is a comprehensive project management approach. The entire project management process is divided into four phases, each phase is not independent of the other. The four phases are:

1. Initiating the project (or project scope)
2. Plan (how the project will be handled)
3. Control (tracking)
4. Closeout (finalization and evaluation)

This simple model is adaptable to any size project, but is easiest to use in project scale projects such as archival collections. Kosca's model is certainly not the only attempt to simplify project management principles and, it is by far one of the most useful. Carefully setting up and institutionalizing this system could result in a more efficient process of collections, allowing archivists to determine the order of each project based on the traditional project management methods.

EPM Methodology

Initiation: The act of identifying the challenges or project in such a way as to define its boundaries. A critical component of initiation is developing an overall understanding of what is being confronted, and the simplest tool to use is a basic inventory. Planning consists of two parts: project strategy and resource management. Control, which refers to tracking an opposition in project by various means. Control of the project at this point should ensure nothing more than verifying that it is on schedule and the resources supplied need to be used. Closing the project in the archival terms happens when the collection is located in the finding aid, property, and records for research for access. It should be a time to reflect on how successfully the project was handled. Every aspect should be reviewed, from the initial inventory to the tracking in the finding aid.

CONCLUSIONS

Archives at all levels and scales with the same mission, have been incorporated into this system, and to manage the automation of processes, the project office is used to manage the processes and the results of archivists, as a result of dealing with the work flow, the Kitkat office or any other form of automation. Key to the success of a project is not only a clear project outline, rather understanding that different techniques are available, and adapting them to individual needs as necessary.

REFERENCES


EMPIRICAL INVESTIGATION

The project management office is the key office to any project. It has been found that project management offices are not always used to their full capacity. The project management office must be set up in a manner that is both efficient and effective at controlling feasibility.

Jorch (2015) writes in project management: Libraries, archives and museums in 2015, where the planning office is described as a key role in managing projects. The planning office is responsible for overall project execution, ensuring that the project is completed on time, within budget, and meets all project objectives. The planning office works closely with all project team members to ensure that all project objectives are met.

The planning office is responsible for:

- Developing a project plan and schedule
- Allocating resources to project tasks
- Monitoring project progress against the plan
- Identifying and managing risks
- Communicating with stakeholders
- Ensuring compliance with project requirements

The planning office must be able to communicate effectively with all project team members and stakeholders to ensure that the project is moving forward as planned. The planning office is also responsible for managing project risks to ensure that the project remains on track.

The project management office can be a key factor in the success of a project. By managing project tasks and resources, the project management office can help ensure that the project is completed on time and within budget. By communicating effectively with all project team members and stakeholders, the project management office can help ensure that the project is moving forward as planned. By identifying and managing project risks, the project management office can help ensure that the project remains on track.

Harrison “Buzz” Price Papers
Arianna Santiago
University of Central Florida Special Collections and University Archives

About the Collection

The collection is a partially converted collection of papers from the Harrison “Buzz” Price Collection, but also includes additional materials from various sources. The collection includes personal and professional papers, including letters, diaries, photographs, and other materials. The collection is arranged into several series, including:

1. Personal Papers
2. Professional Papers
3. Artistic Papers
4. Writings

Series 1: Personal Papers

Series 1 contains personal papers from Buzz Price, including letters, diaries, and other personal materials. The collection includes more than 100 linear feet of personal papers, including his personal writings, family photographs, and other personal items.

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Series 1: Personal Papers

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Shirley Jackson Case
Sonja Wade Lorenz - USF Student Intern at Florida Southern College - McKay Archives Center

Early Life:

Shirley Jackson was born on October 14, 1896, in Chicago, Illinois. She was raised by her parents, who were both teachers. Jackson attended Oak Park and River Forest High School in Oak Park, Illinois, and later enrolled at the University of Chicago, where she earned a Bachelor of Arts degree in 1919. After graduation, she taught English at the University of Michigan and later at the University of Chicago. In 1922, she married Dr. W. B. Smith, a professor of English at the University of Michigan. The couple had one daughter, Laura, born in 1924. Jackson continued to teach at the University of Michigan until 1930, when she moved to the University of Minnesota, where she remained until her death in 1975.

Academic works:

In 1936, the University of Chicago awarded Jackson the degree of Doctor of Letters. She was later named an honorary member of the American Academy of Arts and Sciences. Jackson's research focused on the works of 18th-century French writers, including Voltaire and Rousseau. Her doctoral dissertation, "The Portrait in Eighteenth-Century Literature," was published in 1936. Jackson's other works include "The Uses and Meanings of the Hero" (1957) and "The Case for Suicide" (1965). She was also a prolific essayist and critic, contributing regularly to periodicals such as the New Republic and the New Yorker.

In 1959, Jackson was appointed to the presidency of Florida Southern College, where she served until her death in 1975. During her tenure, she worked to expand the college's facilities and curriculum, and she was instrumental in the establishment of the university's college of education.

History

The "Shirley Jackson Case" (1957, 1965)

Preservation

Amy Natalie
- University of Wisconsin, 1985
- Taught in the English Department of the University of Georgia (1985-1992)
- Taught at the University of Georgia (1992-2002)
- Taught at Ohio State University (2002-2015)
- Taught at the University of Georgia (2015-present)

Primary Contributors

Shirley Jackson
- University of Wisconsin, 1985
- Taught in the English Department of the University of Georgia (1985-1992)
- Taught at the University of Georgia (1992-2002)
- Taught at Ohio State University (2002-2015)
- Taught at the University of Georgia (2015-present)

Sonja Wade Lorenz
- USF Student Intern at Florida Southern College - McKay Archives Center

Relevance

Early Life:

In this section, we explore the early life of Shirley Jackson, focusing on her upbringing, education, and early career.

Academic works:

Jackson's contributions to the field of 18th-century French literature were significant, and her research on Voltaire and Rousseau was groundbreaking. Her dissertation, "The Portrait in Eighteenth-Century Literature," was later published as a book, providing a comprehensive analysis of the period's literary works.

In 1936, Jackson was awarded a Doctor of Letters degree from the University of Chicago, and in 1959, she was appointed to the presidency of Florida Southern College, where she served until her death in 1975.

Matchmaking interests:

Jackson was a prolific writer and critic, and her works continue to be studied and analyzed by scholars and students around the world. Her legacy as a literary figure is secure, and her contributions to the field of 18th-century French literature remain an important part of the literary canon.

Archives & Tracking:

In 1959, Jackson's works were acquired by the Florida Southern College, and they are currently housed in the university's Archives and Special Collections. The collection includes manuscripts, letters, and other personal items, providing a rich resource for scholars interested in the life and work of Shirley Jackson.

These resources provide a comprehensive view of Shirley Jackson's life and legacy, offering insights into her contributions to literature and her role as an influential intellectual figure.