

**Arrangement and Description:  
An Introduction to Archival Processing  
May 20, 2011  
Vermont Historical Society, Barre, VT**

**Registration Form**

Your check must be received by the Registrar no later than **May 6, 2011** to ensure enrollment. If your check will be arriving near or after **May 6, 2011** please contact the registrar to ensure availability. **Please print legibly.**

Name: \_\_\_\_\_  
Institution: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: (circle one: home work) \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

May 20, 2011

Vermont History Center, Community Room, 60 Washington Street, 05641-4209, Barre, Vermont

*Arrangement and Description: An Introduction to Archival Processing* Workshop

Full day, 9-5, (Registration begins at 8:30am)

Morning refreshments, lunch and afternoon snack will be provided.

NEA/VHS member \$70.00\* \_\_\_\_\_

Non-NEA member \$85.00\* \_\_\_\_\_

\*Includes a copy of *A Guide for Processing Manuscript Collections*

Special Dietary Requirements \_\_\_\_\_

**Payment must be made by cash, check or money order, payable to "New England Archivists." No credit cards or purchase orders are accepted. No refunds after Friday, May 6, 2011. Please contact James DaMico at [james.damico@gmail.com](mailto:james.damico@gmail.com) or Lisa Evans (802) 479-8522, if you have any questions.**

**Please note: Checks may not be processed until two weeks after the date of the workshop.**

Send registration form and payment (made payable to "New England Archivists") to:

NEA Registration

Attn.: James DaMico

Rhode Island Historical Society Library

121 Hope Street

Providence, R.I., 02906

Check here \_\_\_\_\_ if you would like a receipt.

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**Directions : By Automobile –**

<http://www.vermonthistory.org/index.php/home/directions.html>

**From the North:**

- Get off of Interstate 89 at Exit 7.
- Take Route 62 through two sets of lights and move into the left lane.
- Go through the third light. At the split, bear left, following Route 62 toward Barre and toward Route 302 East.
- Go down a long hill and through one traffic light. Get in the right lane.
- At the next traffic light turn right onto Route 302 East.
- Travel through downtown Barre; continue following 302 East through the complicated Y-intersection.
- You should see the Vermont History Center straight ahead of you and a little to the left. It is the imposing brick Spaulding school building.

**From the South:**

- Get off of Interstate 89 at Exit 6.
- Take Route 63 east down a long hill.
- At the bottom of the hill turn left on Route 14 North.
- Travel through downtown Barre; opposite the Post Office turn right onto Route 302 East.
- You should see the Vermont History Center straight ahead of you and a little to the left. It is the imposing brick Spaulding school building.

**Parking:**

- Turn left onto Academy Street in front of the statue of Robert Burns.
- You can park on Academy Street and walk to the Vermont History Center, or continue driving to Mount Street, where you should turn right.
- Turn right again onto Washington Street. The Vermont History Center is on your right.
- You can park on the street heading west on Route 302 toward downtown Barre; there is handicapped parking next to the building off of Washington Street.

**Questions? Contact:**

**James DaMico, NEA Education Committee, at [james.damico@gmail.com](mailto:james.damico@gmail.com)**

**Lisa M. Evans, League of Local Historical Societies Manager  
Vermont Historical Society  
60 Washington Street  
Barre, VT 05641  
802-479-8522  
[lisa.evans@state.vt.us](mailto:lisa.evans@state.vt.us)**