Understanding and Empowering the Individual; Preserving the Public Record and Institutional History

## EMAIL MANAGEMENT TOOLS

**10 March 2004; 9:30-1:30**
**Gothic Reading Room, Perkins Library**
**A Robertson Collaboration Fund Supported Workshop**

**Workshop Agenda**

9:30 – 9:45        Coffee/registration

9:45 – 10:00        Welcome
- David Ferriero, Rita DiGiallonardo Holloway University Librarian and Vice Provost for Library Affairs

10:00 – 10:30        Introduction and project update by project co-directors
- Helen Tibbo, Professor, School of Information and Library Science, UNC-CH
- Tim Pyatt, Duke University Archivist

10:30 – 11:15        Explanation of the draft management tools by the discussion leaders
- Tim Pyatt, Duke University Archivist
- Helen Tibbo, Professor, SILS, UNC-CH
- Kim Chang, Project Manager, MDUD
- Janis Holder, University Archivist, UNC-CH
- Paul Conway, Director, Information Technology Services, Duke University Libraries
- David Mitchell, Duke University Records Manager

11:15 --11:30    Break

11:30 --12:30    Discussion of draft tools in groups with box lunches

12:30 – 1:30    Reports from groups with summation and conclusion by project co-directors

For more information, please see our project website at:
http://www.ils.unc.edu/digitaldesktop/index.html

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