

# Call for Program Proposals

## ACDA 2024 Biennial Conference

### Call for Program Proposals

Association of Catholic Diocesan Archivists Biennial Conference  
July 8-12, 2024 · University of Saint Mary of the Lake, Mundelein, IL  
**Submission Deadline: November 10, 2023**

The ACDA 2024 Program Committee invites submissions for conference sessions relevant to diocesan/religious archives and records management. Submit your proposals through the form at [2024 ACDA Session Proposal Submission Form](#). If you have trouble using the form, you can email the proposal to: [programming@diocesanarchivists.org](mailto:programming@diocesanarchivists.org) with the subject line, "ACDA Session Proposal Submission."

### Proposal Requirements

- Your name and contact information
- Your diocese or institutional affiliation
- The names, institutional affiliations, and emails of co-presenters
- Title of proposed session
- Session abstract
- Session type:
  - Standard Presentation: two to four speakers to present on a common theme.
  - Open Forum: topical discussion with a moderator.
  - Roundtable Discussion: three to four participants who make brief remarks.
  - Lightning Talk: Several speakers present for 3 to 10 minutes.
  - Debate: two opposing sides discussing a topic, with a moderator.
  - Workshop with a hands-on activity.
  - Other: please explain.

### Proposal Evaluation

During the selection process, the Program Committee looks for quality proposals with relevant themes for diocesan and religious archives and record management programs. The committee welcomes submissions from those who are not archivists and records managers. Note that sessions with more than one presenter often allow for a variety of perspectives and facets of a topic to be explored. If two or more proposals submitted cover a similar topic, the committee may ask the proposers to work together on a panel.

### Potential Session Topics & Brainstorming

Attendees at past programs have provided a plethora of great topics that they would like to see addressed at future programs. Please feel free to claim one of these suggestions to build your proposal and run with it! See the list on the following pages.

You are welcome to brainstorm session ideas with others and find co-presenters by using the spreadsheet [ACDA 2024 Conference Session Brainstorming](#). Please note that a final proposal must be submitted through the [ACDA Session Proposal Submission Form](#).

### **Current Issues Facing Diocesan/Religious Archives**

- Transferring religious order archives to diocesan archives
- How to handle parish closures, school closures (what do you need to prepare for the process, take from the site, follow-up with parishes/schools/diocesan offices, how to triage what's incoming, etc.)

### **Collections, Processing, & Preservation**

- "What do I do with this thing?": Panel with Q & A from audience asking about specific records, artifacts, etc. in their collections
- "Low Hanging Fruit": Small, inexpensive, or readily achievable projects that offer outsized benefits
- Handling, Archiving, and Disposal of Catholic-specific Materials: Proper deposition of Catholic-specific materials in the archives like relics, liturgical items, missals, bibles, vestments, deceased priests' chalices, bishops' rings or staffs, statuary, artwork, etc. - What's worth keeping? What should we pass on for reuse? How do we properly (canonically) dispose of items, like relics, bibles, and missals? Is it worth operating a reclamations office for the diocese, and what's involved in that?
- What is MPLP and how do you practically apply it?
- How to organize archival spaces more effectively
- Workshop on preventative preservation for book pages
- Collections Management

### **Outreach & Reference**

- Examples of collaboration with other archives or institutions in your area, whether Catholic or non-Catholic
- How can archives support parishes (clergy and staff)? What kinds of things are archives doing to train them with sacramental record-keeping, support them with social media, exhibits, or parish history materials for anniversaries, help them with preservation of records, other interesting projects or ways of interacting with parishes?
- Different Methods of Handling Reference Services (Time, Resources, Fees, Tracking Requests)
- How to handle difficult people or "problem" patrons

### **Administration & Office Management**

- Administrative or Business Related (While suggestions were not specific, there were multiple requests for this)
- Archives Team Management
- Developing Policies and Workflows
- In-Reach: Advocating for yourself and the archives (raises, more hours, additional staff, larger budgets, purchasing power, etc.)
- Roles and Relationships within the diocese: What kinds of interesting collaboration have you done with other diocesan offices? What's the relationship of the archives with the bishop and/or chancellor? How can bishops and chancellors support archivists?
- Navigating legal relationships and interacting with attorneys, whether diocesan or non-diocesan

### **Records Management &/or Digital Archiving**

- Electronic Records management systems: What software are different archives using and what's their assessment of it? (Panel of archives that use different software – pros and cons, cost points, access, etc.)
- How do you practically develop a records management program? What do you need to consider to develop a records retention schedule? Who needs to be involved in the diocese? How do you practically and effectively implement it? What do you do when everyone's not on board?
- Practical Applications of Email Archiving
- Digital Archiving on a Shoestring Budget
- Digitizing sacramental records: Internal digitization and working with vendors from Ancestry, FindMyPast, etc. This would be a panel with archives that use different companies discussing the pros and cons. This is a perennial question that would be great to address at once.
- Crowd-Sourcing Projects (like transcribing)

### **Other/General**

- Were you an "archivist-by-accident" when you started? What's your advice to others? Or, harken back to your days as a new archivist - what would you share with other new archivists?
- "Be Not Afraid" - Taking Risks that Paid Off

**Reminder: Proposals are due by  
Friday, November 10, 2023.**

[Click Here to Submit Your Proposal](#)

Find the brainstorming spreadsheet at [ACDA 2024 Conference Session Brainstorming](#).