Box 1:
AACR2-2002 & Metadata Institute, Participant Manual, Chicago, November 1-2, 2002
Integrating Resources Cataloging Workshop, Master - Trainee Manual, 2003
AACR2-2002 & Metadata Institute, Participant Manual, April 4-5, 2003
Metadata for Digitized Resources, Chicago, Participant Manual, April 19, 2004
Project Management for Digital Imaging, Chicago, Participant Manual, April 20, 2004
Basic Collection Development, Chicago, Participant Manual, May 3-4, 2004
Basic Subject Cataloging using LCSH, Chicago, Trainee’s Manual, July 2004 (includes DVD)
Basic Subject Cataloging Using LSCH, Chicago, Trainee’s Manual, November 15-16, 2004
Basic Subject Cataloging Using LCSH, Appendices, 2004
Integrating Resources Cataloging Workshop, Trainee Manual, Revised, February 2005
Basic Creation of Name and Title Authorities, Trainee Manual, May 2005
Basic Collection Development and Management, Participant Manual, November 11-12, 2005

Box 2:
Basic Subject Cataloging Using LCSH, Chicago, Participant Manual, November 17-18, 2005
Electronic Serials Cataloging Workshop, Trainee Manual, Revision, December 2005
Principles of Controlled Vocabulary, Handouts, 2006
Basic Collection Development and Management, Participant Manual, 2006
Basic Collection Development and Management, Participant Manual, April 2006
Metadata Standards and Applications, May 11-12, 2006
Introduction to Basic Project Planning & Management, Trainee Manual, December 2006
Metadata and Digital Library Development, Chicago, Trainee Manual, December 11-12, 2006
Metadata Standards and Applications, Revision, February 2007
Basic Creation of Name and Title Authorities, Trainee Manual, April 30-May 1, 2007 [2 folders]
Basic Maps Cataloging, Participant Manual, December 3-4, 2007
Metadata Standards and Applications, Trainee Manual, February 2009

Box 3: Administrative correspondence of workshops and institutes
ALCTS Education Calendar, January 2001 - December 2009
AACR2 and Metadata Institute, San Diego, CA, March 8-9, 2002
AACR2 and Metadata Institute, Rosemont, IL, November 1-2, 2002
AACR2 and Metadata Institute, Arlington, VA, November 4-5, 2002
AACR2 and Metadata Institute, Orlando, FL, February 2003
Basic Collection Development, Chicago, IL, May 3-4, 2004
Basic Collection Development, Chicago, Nov. 11-12, 2005
Basic Subject Cataloging Workshop, Richmond, October 18-19, 2004
Basic Subject Cataloging Workshop, Chicago, Nov. 15-16, 2004
Basic Subject Cataloging and Rules and Tools, Buffalo, May 19-20, 2005
Giant Mold Spore + Integrated Pest Management, Rosemont, IL, July 2002
Metadata, Boston, MA, August 16-17, 2001
Metadata, TX, November 2001 [2 folders]
Metadata, Handouts, March 2002
Metadata, San Jose, CA, April 4-5, 2003
Metadata for Digitized Resources, Chicago, April 19-20, 2004
New Directions in Library Binding Institute, Atlanta, March 13-15, 2002 *canceled*
OCLC CAPCON, Paulette Hasier, 2007-2008
Preservation Workshops, Sioux Falls, April 11-12, 2003 *canceled*
Preservation Workshops, Boise, June 13-14, 2003
Rules and Tools Workshop, Baltimore, November 8-9, 2004
Rules and Tools Workshop, San Jose, May 5-6, 2005
SOLINET Workshops, Spring 2003
SOLINET Mold and Bugs, Kansas City, May 16-17, 2003
SOLINET correspondence, 2008
Staff Management Institution (LAMA/ALCTS), Atlanta, August 2-3, 2002
A Supervisor’s Academy, Chicago, August 25, 2003
A Supervisor’s Academy, Seattle, November 17-18, 2003
A Supervisor’s Academy, Richmond, April 19-20, 2004

Box 4: Symposium and Preconference materials
Business of Acquisitions - Working Together to Get It Done: Acquisitions Librarians as Collaborators, ALA Annual Conference, Toronto, Participant Manual, June 20, 2003
Putting the Digital Puzzle Together: Creating a Digital Project, ALA Annual Conference,
Orlando, FL, 2004
Back to the Future: Understanding FRBR and Its Impact on Users, OPACS and Knowledge Organizations, 2004
Effective Subject Cataloging with LCSH, An ALCTS/PCC Work, June 24-25, 2004
Thursday Preconferences, Participant Manual, ALA Annual Conference, June 23, 2005
Friday Preconference, ALA Conference, June 24, 2005
Thursday Preconference, Participant Manual, ALA Annual Conference, June 22, 2006
Friday Preconference, Participant Manual, ALA Annual Conference, June 22, 2006
Basic Creation of Name and Title Authorities, Trainee Manual, ALA Annual Conference, June 2006
Collection Development: Policy, Planning and Fiscal Management, Participant Manual, Peggy Johnson, June 2008
Streaming Media and Proliferating E-Books: Acquiring and Managing Emerging Formats, July 9, 2009
RDA, FRBR, and FRAD: Making the Connection, ALA Annual Conference, Chicago, July 10, 2009
RDA, FRBR, and FRAD: Making the Connection, Entity-Relationship Exercise, ALA Annual Conference, Chicago, July 10, 2009
Cataloging Digital Media: Back to the Future, Presented by Weitz, Elletti, Panigabutra-Roberts, July 9, 2009
Manipulating Metadata: XSLT for Librarians, Presented by Knudson and Ruotolo, July 10, 2009
RDA 101, Participant Manual, Presented by Ellet, Espley, Miksa, Tillet, June 25, 2010