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

Special thanks to the National Historical Publications and Records Commission for their support of Managing the University Digital Desktop Project