

ARKANSAS HISTORY COMMISSION

One Capitol Mall
Little Rock, AR 72201
(501) 682-6900
February 8, 2000

Dear _____ :

Congratulations on being chosen by the SOD team as *Photograph Cataloging Assistant* for our Stage One Digitization (SOD) grant project. SOD is a cutting edge project funded by the Arkansas Natural and Cultural Resources Council (ANCRC) that will increase access to AHC primary source materials - namely photographs. Skills gained in this position will provide a solid foundation that will enable you to be able to work in any of the many digitization projects springing up around the country or in other archival, museum and library positions.

Please arrive for your first day of work on Monday, February 28, 2000, at 8:00 am. There is ample parking in the lot directly west of the building if you arrive before that time. Your first day will be spent mainly on completing employment paperwork and taking a tour to get you acquainted with the Arkansas History Commission. The rest of the week will be spent in OCLC MARC training which is outlined in the attached *Photograph Cataloging Assistant* sheet. The training will be held on the fourth floor of our building in the computer training room of our department - Parks and Tourism. Other AHC and P&T staff will be attending the OCLC classes as well. We are all on equal footing in these classes as OCLC MARC is new to all of us, so please don't feel any intimidation.

Again, welcome aboard. We look forward to getting to know you better.

Sincerely,

Dr. John L. Ferguson
Director

Lynn Ewbank
Photograph Archivist

Enc.