

[Date]

**Community Archiving Workshop (CAW) Representative**

[Representative Name], AMIA Independent Media Committee, CAW Planning Group  
<http://communityarchiving.org/>

**Partner Organizations**

Organization 1 [address]	Organization 2 [address]	Organization 3 [address]	Organization 4 [address]
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RE: Community Archiving Workshop, [City year]

Dear [list names]:

This will serve as an agreement regarding the workshop with staff and volunteers of [List Partner Organizations] (Partner Organizations) that will be held from **11 a.m - 5 p.m. on Wednesday, [Date] at [Location]**. The Community Archiving Workshop is sponsored by the Independent Media Committee and Diversity Committee of the Association of Moving Image Archivists (AMIA) as part of the 2016 annual Conference being held in Pittsburgh. The goals of this workshop are:

- to help the Partner Organizations gain better intellectual and physical control over its endangered media collections;
- provide training and advice to the staff and volunteers of the Partner Organizations on media archiving and preservation;
- provide AMIA members with the opportunity to learn and test new approaches to community-based archiving;
- strengthen relationship between AMIA members, Partner Organizations, and archivists in the Pittsburgh community.

We have identified the following types of work that we, the AMIA Independent Media and Diversity Committees, and the Partner Organizations will be involved in leading up to and during the workshop. For each type, we have delineated the specific roles and responsibilities of each party.

**Phase 1: Preparation for workshop**

AMIA Tasks:

- determine what materials and equipment are needed & secure these materials prior to workshop date
- recruit volunteers from AMIA through conference registration and inform AMIA office of updated plans

- apply for any needed funding through AMIA office
- prepare educational presentations suited to needs of volunteers and collections

#### Partner Organization Tasks:

- prepare collections for work to be done and provide info to AMIA regarding standards of work to be done (rehousing, cataloging, and any other organizational policies).
- work with AMIA to determine best way to create inventory according to Partner Organization needs.
- recruit staff and volunteers from the community to work with AMIA group members during the workshop
- provide inventory of equipment and supplies available for use during workshop
- acquire supplies, with AMIA assistance
- provide information about your organization (overview about organization, mission, and collection) for the workshop packet sent to all participants one week before the workshop.

#### Location Tasks:

- reserve space for the workshop for Wednesday, November 9, 2016, 9am-5pm
- provide details about their facilities, such as location, available computers, internet access, tables, chairs
- provide photos and description of the physical space, such as size and maximum occupancy

#### Joint Tasks:

- determine which collections are highest priority based on content & adherence to Partner Organizations' missions as well as based on format preservation issues
- determine what work can be performed during workshop based on space issues, collection goals, strengths of volunteers, and available equipment
- determine logistics and schedule for the day

### **Phase 2: Workshop**

The workshop will address the following priorities for each collection:

#### Organization 1 Priorities:

- rehouse and label materials
- identify high priority items for reformatting
- inventory unprocessed materials, identifying formats, content, and condition
- provide next steps for cataloging into collection database

#### Organization 2 Priorities:

- rip DVDs and convert digital files to access formats, developing workflow
- implement file naming conventions to DVDs and digital files
- inventory and label materials (if applicable)

- identify high priority items for reformatting
- provide next steps for cataloging into collection database

#### Organization 3 Priorities:

- convert digital files to access formats, developing workflow
- implement file naming conventions to digital files
- provide streaming platform options for online access of materials
- inventory materials, identifying formats and content
- provide next steps for cataloging into collection database

#### Organization 4 Priorities:

- rehouse and label materials
- identify high priority items for reformatting
- inventory unprocessed materials, identifying formats, content, and condition
- provide next steps for cataloging into collection database

#### AMIA Tasks:

- arrive early to help set up workspace, bringing agreed upon extra equipment and supplies
- coordinate transportation for AMIA volunteers
- pay for lunch and snacks
- welcome and provide instructional presentations about audiovisual collections and materials
- provide training and recommendations as needed
- work with Partner Organizations' staff and volunteers to arrange, rehouse, inspect, convert, and inventory media according to agreed upon standards
- assist with clean-up at the end of the day

#### Partner Organization Tasks:

- coordinate with Attack Theater for the transport and storage of collection prior to workshop
- arrive early to direct set up of collection in workspace
- provide guidance to AMIA volunteers with identifying materials as well as standards for arrangement and cataloging
- welcome and provide background on your collection and its significance (and if possible, show a short clip) to inspire the group
- direct clean-up and packing of collection materials at the end of the day

#### Location Tasks:

- coordinate with other Partner Organizations for the transport and storage of collection prior to workshop
- arrive early to direct set up of workspace
- help direct workshop participants to workspace

- welcome and provide information about facilities and equipment
- provide assistance as needed regarding the workspace facilities
- arrange for catering of lunch (to be paid for by AMIA)
- direct clean-up of workspace

### **Phase 3: Post-workshop**

#### AMIA Tasks:

- provide catalog/inventory records created during workshop to Partner Organizations in a form suitable for integration into Partner Organizations' existing catalogs within two weeks after workshop
- provide Partner Organizations with any archiving and preservation recommendations within a month after workshop
- if possible, seek AMIA partner to re-master high-priority titles

#### Partner Organizations Tasks:

- provide feedback to AMIA group on the workshop
- allow AMIA to use photographs to document the workshop for promotional and other uses
- if desired, work with AMIA partner to re-master selected titles

#### Location Tasks:

- inform AMIA and other Partner Organization of any left items in the workspace

I, \_\_\_\_\_, agree to the description and outlined objectives of the project.

Signature	Date

I, \_\_\_\_\_, agree to the description and outlined objectives of the project.

Signature	Date

I, \_\_\_\_\_, agree to the description and outlined objectives of the project.

Signature AMIA Representative	Date

Thank you so much for partnering with us in the Community Archiving Workshop!

Sincerely,  
AMIA Independent Media and Diversity Committees