

# COMMUNITY ARCHIVING WORKSHOP TRAINING OF TRAINERS

## CALIFORNIA 2019



**AMIA**



INSTITUTE *of*  
**Museum** and **Library**  
SERVICES



CALIFORNIA  
REVEALED



# CAW COLLABORATION

what are the core tasks for a well-planned CAW?

who are typical CAW collaborators &  
what are their roles and responsibilities?

what makes successful CAW partnerships?

what are the practical requirements of a CAW?



# PRE-CAW CORE TASKS



find a collecting organization or individual(s)  
to partner with  
(if needed)

# PRE-CAW CORE TASKS



agree on basic goals & roles

# CAW GOALS

1. To label, inspect, inventory, and re-box collections
2. To collect the data into a spreadsheet
3. To process 100 videotapes, audiotapes, and films with 25 staff & volunteers
4. To select the Sacramento Room's first 20-30 items for digitization and preservation

# **PRE-CAW CORE TASKS**

## **California Revealed**

- prepares presentations
- brings inspection kits, supplies & equipment
- recruits volunteers
- provides ongoing support

## **Sacramento Public Library**

- provides collection(s)
- provides space & projection equipment
- recruits volunteers
- provides refreshments

**MOU/Agreement**

# **YOUR OBSERVATIONS**

Any questions about the MOU?

Do you anticipate partnering with others?

Other questions/comments?



# PRE-CAW CORE TASKS



agree on collection & scope

# PRE-CAW

## CORE TASKS

### COLLECTION

- Community Visions Collection
- Subset for this CAW:  
the oldest productions  
(they are most at risk for age  
and format)

### SCOPE

- Select approximately 200 tapes
- Focus on edit masters, camera originals and audio originals
- Pre-sort boxes so we  
concentrate on the above



# PRE-CAW CORE TASKS



decide details of workflow



# PRE-CAW CORE TASKS

- Planning Committee (2-3 people): Site logistics/equipment/supplies, outreach, create data template for inventory/inspection
- Welcome table (1 person): Greet and assign volunteers to tables
- Table captains (4 people): Coordinate data collection for the table
- Box table (2-3 people): Assign boxes and labels
- Presentations (3 brave people): Present CAW overview; magnetic media inspection and inventory; film inspection and inventory



decide roles



# PRE-CAW

## CORE TASKS

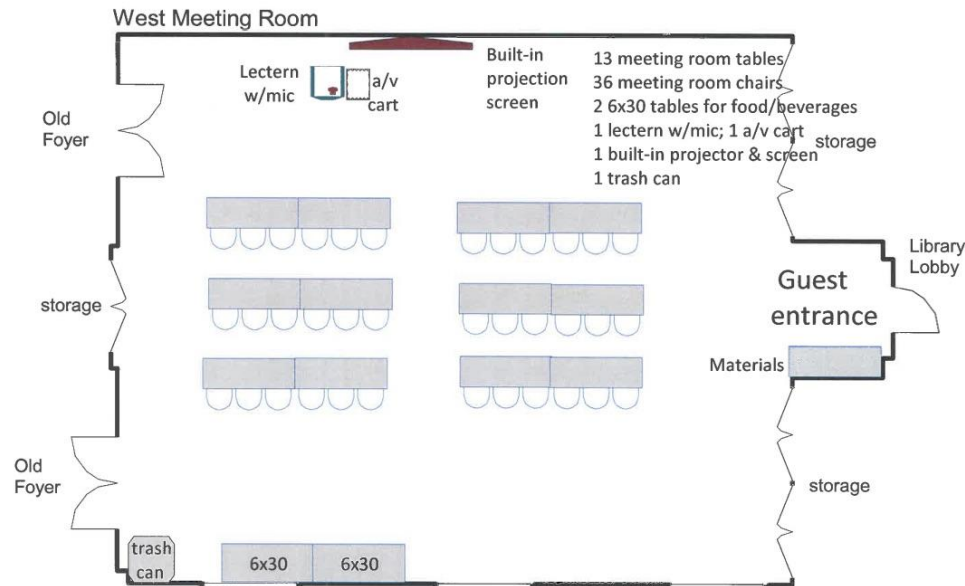
Title *	Anglo California National Bank	
Date	1950	
Creator		
Description	Resting at 2863 Thirty-Fifth Street in 1950 is the Anglo California Bank. The brick structure was built in 1918 for 10,000 dollars, replacing the bank's previous wood frame building. Its new sign would read Citizens' Bank of Sacramento, representing a milestone for the burgeoning business and a time when the previously unincorporated community of Oak Park was now a part of Sacramento.	
Format	7.5 x 9.5 in.; b&w	
Holding Institution	Sacramento Public Library, Sacramento Room	
Rights	This image may be protected by Copyright Law (Title 17 U.S.	
Street/Neighborhood	2863 Thirty-fifth Street; Oak Park	
City/County	Sacramento	
Subject	Banks; Signage; Business Enterprises	shared controlled vocabulary
Collection	Sacramento Room Photograph Collection	
Unique ID	AASAC1210	
Identifying Number *	1880	
Object Filename		
Permissions		edit

agree on data template

# PRE-CAW CORE TASKS



4/22/19 - 4/26/19 SPL/CEN California Revealed



plan space/equipment/supplies

# PRE-CAW CORE TASKS



publicize & recruit volunteers

# PRE-CAW CORE TASKS

## Identification

➤ 3/4" Umatic and 3/4" Umatic SP



TOP ➤

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**FORMAT NAME** ➤ 3/4" Umatic (aka 3/4" or Umatic) and 3/4" Umatic SP (aka 3/4" SP or Umatic SP)

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**ANALOG OR DIGITAL** ➤ Analog

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**DATE INTRODUCED** ➤ 3/4" Umatic – 1971  
➤ 3/4" Umatic SP – 1986

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**DATES IN USE** ➤ 3/4" Umatic – 1971 to present  
➤ 3/4" Umatic SP – 1986 to present

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**TAPE WIDTH** ➤ 3/4"

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compile resources for volunteers  
& send out with reminders



# CAW DAY!

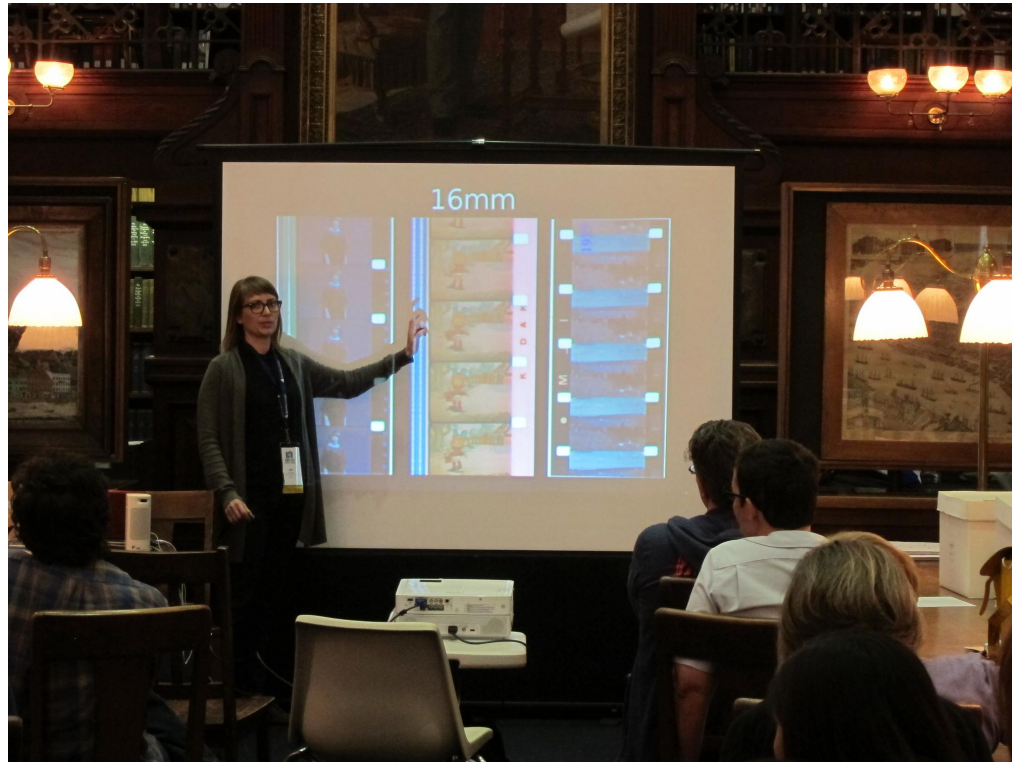
## CORE TASKS



set up space according to workflow



# CAW DAY CORE TASKS



welcome by partners & presentations

# CAW DAY CORE TASKS



inspect & inventory



# CAW DAY CORE TASKS



summarize accomplishments &  
discuss next steps for collection

# CAW DAY CORE TASKS



thanks & evaluation

# POST-CAW CORE TASKS

## **5. Was this your first time participating in a Community Archiving Workshop?**

Yes: 11 participants (79%)

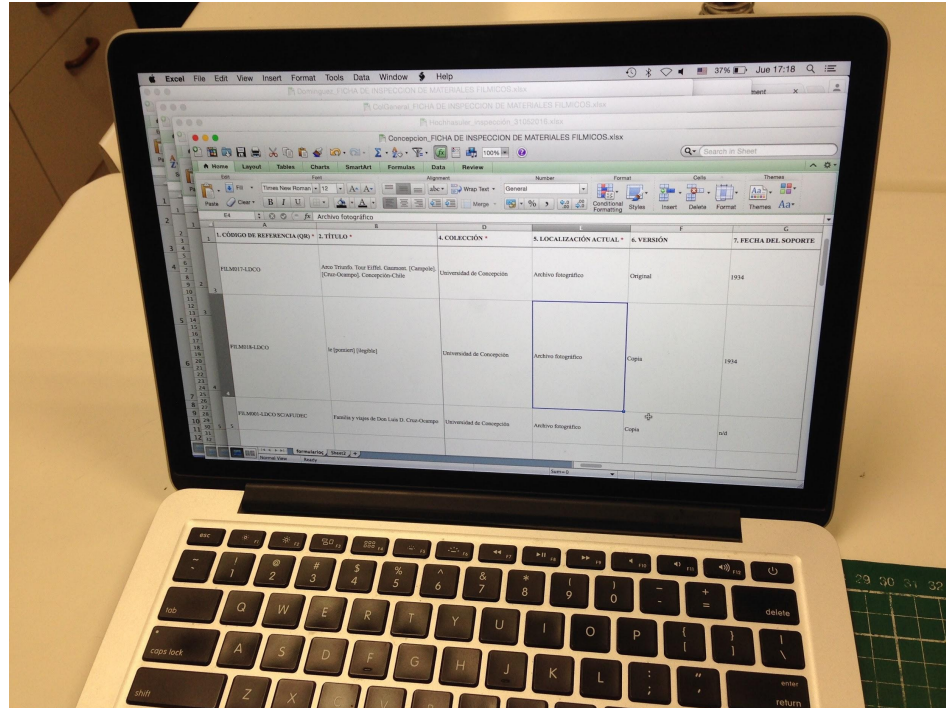
No: 3 participants (21%)

## **6. What did you learn from the workshop?**

- “How to archive, be thorough. That the collection is huge!” (1)
- “The value of having a strong community to help preserve an organization’s video history. Also, how critical having multiple voices and great diversity in media.” (2)
- “The workshop gave me a chance to handle and learn more about physical tapes (I work with a lot of digital-born media at my job).” (3)
- “Meeting other professionals, learning about different organizations, some condition assessment of tapes” (4)
- “I learned how to manage archival processing” (5)
- “That tapes existed and are being found in various places around the country” (6)
- “I learned how important it is to be meticulous when labeling items and keeping records” (7)

summarize evaluations to guide  
future CAWs

# POST-CAW CORE TASKS



merge all files &  
summarize learning from the data



# POST-CAW CORE TASKS

<u>Formatos</u>	TOTAL OF TAPES	TOTAL HOURS	PERCENTAGE OF TOTAL TAPES	PRIMARY STORAGE ( <u>terrabytes</u> )
Hi8				
<u>Betacam</u>				
Mini-DV				
Subtotal video				
Audiocassette				
DAT				
Subtotal audio				.
Total				

use data for preservation plan  
begin preservation!

# **YOUR OBSERVATIONS**

Who do you envision as a partner, if any?

Who do you envision as volunteers?

What community resources do you have  
for your CAW collaboration?

# OUR CAW ROLES

Welcome & evaluation (1 person):

Greet and assign volunteers to tables

Table captains (4 people):

Coordinate data collection for the table

Box table (2-3 people):

Assign boxes and labels

Presentations (3 brave people):

Present CAW overview; magnetic media inspection and inventory; film inspection and inventory

# **next meeting: CAW TOT!**

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Monday, April 22 - Wednesday, April 24

Sacramento Room

Sacramento Public Library

<https://communityarchiving.org/west>

**THANK YOU!**