



Community Archiving Workshop Southwest Region IMLS

Welcome to the Southwest Regional Community Archiving Workshop project!

We are very excited to be bringing our workshop to you in this new, remote format. This is the first time we will be delivering our workshop remotely, so please be aware that we are also learning as we go, alongside you.

Timeline:

The timeline for this project is fairly flexible to meet your needs. We officially start in April with our “Meet & Greet” and will end December 2021. On November 29, there may be an opportunity to present or join a panel at the Association of Tribal Libraries and Archives (ATALM) conference. In November or December, there may also be an opportunity to present at the Association of Moving Image Archivists Conference. Your mentor and project manager will keep you updated as those opportunities arise.

Schedule:

This project consists of group training (webinars) and one-on-one mentorship.

Webinars will take place on alternating Wednesdays at 9AM PST/ 10AM MST/ 11AM CST/ 12PM EST. Please block out this time on your calendar, as we will schedule more meetings and webinars, as needed, but always using this block of time. Mentors and Cohort Members can schedule their time together independently.

Sharing Resources with the Southwest Tribal Cohort

The Southwest cohort will be attending webinars with another CAW cohort located in the Southwest. That cohort is funded by the National Endowment for the Humanities (NEH) and is focused on tribal collections. Both cohorts, though part of separate projects and separately funded, have much in common and are in the same geographic

region, so we decided to share training resources. You will be seeing each other on many webinars.

Webinars:

Webinars will be scheduled on Wednesdays based on what topics we decide to cover. There are six mandatory webinars (AV Basics, Inspection & Inventory, Metadata, Digitization, Disaster Prep, Mukurtu) and more optional webinars will be added as we go. These can include: Using the Film Inspection Kit, Using the Digitization Kit, Copyright & Access, Fundraising for Preservation, and Working with a Digitization Vendor.

Mentorship:

Each Cohort Member will be matched with a Mentor. Your mentor will work closely with you to help you gain the hands-on skills and confidence to inspect and inventory your collection. Your mentor will also provide you with a preservation plan, based on the inventory you create and an interview process. CAW mentors all have different areas of expertise and if you have a question or concern that your mentor cannot answer, they will consult with other CAW mentors. We will work collaboratively to support everyone in the cohort!

Inventory:

CAWs usually focus on a one-day workshop that meets the greatest need of the partner organization. For the purpose of this project, your virtual “workshop” will be to inspect and inventory a collection of no more than 200 audiovisual assets. Your mentor will work with you to decide how to choose which assets to select for the inventory. The goal of the inventory is for you to learn the process, which you can then replicate across your entire collection.

Preservation Plan:

Your mentor will produce a preservation plan for the collection that you inventory. While this, realistically, can only address the needs of the collection you inventory- we will do our best to give you holistic information which can be applied to the larger collection.

Training Kit:

You will receive a training kit before the first webinar. This kit contains samples of audiovisual formats and some basic tools for inspection and passive preservation. The kit contains everything you will need for your inspection and inventory project. The training kit is yours to keep.

Film Inspection Kit:

We are creating a film inspection kit, which is to be shared by the entire cohort and will live in a hub organization in the Southwest. This kit contains everything you need to do a detailed inspection of 8mm, Super 8mm, 16mm and 35mm film. For those interested, we will be providing a webinar on how to use this kit, including winding and splicing film. This kit is designed to be shipped in the mail, so cohort members can take turns using it. It will remain within your cohort permanently.

Digitization Kits:

We are creating two digitization kits (one video, one audio) for the Southwest region. Each kit will contain a laptop with an analog-to-digital converter and necessary software and peripherals to capture video and/or audio. You will need your own playback equipment to use these kits. For those interested, we will be providing a webinar on how to use them. These kits are designed to be shipped in the mail, so all cohort members can take turns using it. It will remain within your region permanently. These kits are intended to make teach and demystify digitization; depending on your digitization needs, they may not be a full replacement for establishing your own digitization station.

Support Stipend and Digitization Stipend

Each Cohort Member has a support of \$2,000 which can be used to support your work as your organization sees fit. Each Cohort Member has a digitization stipend of \$600. This stipend must be used to digitize a sample from your collection. It can be used to pay a vendor or pay for in-house preservation. Your Mentor will work with you to support you as you choose what to digitize and how. You may digitize the assets you and your Mentor decide are most appropriate; however, CAW encourages the digitization of assets that can be shared or streamed, in part or in whole, in CAW presentations and on the Internet Archive. This helps our funders and other organizations to see how valuable your work and your collections are.