

# ARCHIVES PRACTICUM SYLLABUS

## Preservation

*During this module, you will have hands-on practice in preservation, working with archival records to flatten, rehouse, and repair materials, and make an L-enclosure.*

- Read at home: Archives Processing Manual Sections 1 and 2 and 3 and 4
- Read at home: Peel Archives blog <http://bit.ly/2qwm6fl>
- Watch in archives: C2CC webinar *Object Handling Basics* <http://bit.ly/2qpFZpa>
- Watch in archives: C2CC webinar *Caring for Archives* <http://bit.ly/2pANE5I>
- Supplementary: Visit: *Preservation Self Assessment Program* <http://bit.ly/2pAht1T>
- Supplementary: Read: NEDCC preservation leaflet *Storage and Handling for Books and Artifacts on Paper* <http://bit.ly/2oYr0jL>
- Supplementary: Read: NEDCC preservation leaflet *Care of Photographs* <http://bit.ly/2p1nvdh>
- Supplementary: Watch: SAA ARCS *Constructing an Archival Vault* <http://bit.ly/3X41LOy>

## **Arrangement**

*During this module, you will have hands-on practice in organizing records into series, how to number and name files, and how to create a series and file list.*

- Read at home: Archives Processing Manual Section 5
- Read at home: Peel Archives blog <http://bit.ly/2pPlbdt>
- Watch in archives: AAO webinar *Introduction to Arranging Archives* <http://bit.ly/2pAIDui>

## **Description**

*During this module, you will have hands-on practice in cataloguing a record group which has already been arranged. You will use "Rules for Archival Description" to create a fonds, sous-fonds, or series level description. If time permits, you will enter the description into an AtoM database.*

- Read at home: Archives Processing Manual Sections 6 and 8 and 9 and 10
- Watch in archives: AAO webinar *Introduction to Describing Archives* <http://bit.ly/2oYeQYw>
- Watch in archives: SAA ARCS webinar *Introduction to AtoM* <http://bit.ly/3G75BA8>
- Try out an AtoM database. Use section 7 of the Archives Processing Manual and play in the sandbox here: <https://bit.ly/3pAI2Fw>

## Standards and Digital Preservation

*During this module, you will learn the principles of digital preservation and observe our in-house digital preservation workflow.*

- Read at home: Archives Processing Manual Section 16 and skim Section 17
- At home: Review chart *NDSA Levels of Preservation* <http://bit.ly/3hB9Lq5>
- At home: Skim: *Digital Preservation Handbook glossary* <https://bit.ly/3eHjggk>
- At home: Review OAIS reference model <http://bit.ly/38S1pTE>
- Watch in archives: Digital Powrr webinar *Module 1* <https://bit.ly/306xDXE>
- Watch in archives: Digital Preservation Handbook webinar *Just Keep the Bits* <https://bit.ly/2U7RQZf>
- Watch in archives: Scholars Portal *Digital Preservation* <http://bit.ly/3DX20C3>
- Supplementary: Read: *Getting Started* chapter in *Digital Preservation Handbook*, and watch videos in chapter <https://bit.ly/3ePZ5gz>
- Supplementary: Read: *Introduction to OAIS* <https://bit.ly/38S1pTE>
- Supplementary: Read: Guide for new Archive-It users: <https://bit.ly/3Z0roAw>

## **Digitization**

*During this module, you will have hands-on practice in digitizing either photos or slides or audiocassettes to FADGI standards.*

- Read at home: Archives Processing Manual Sections 11 and skim Section 12
- Watch in archives: C2CC webinar *Describe it so you can find it*  
<http://bit.ly/2pAU1WZ>
- Supplementary: Visit: *Indigitization Toolkit* <https://bit.ly/34XvIqL>

## **FURTHER RESOURCES**

### **Flattening rolled items**

Sustainable Heritage Network, three videos on humidification chamber setup and use <https://bit.ly/2UdfVkk>

American Library Association, *Flattening old photos* <https://bit.ly/3knplF4>

### **Motion picture film**

Medium *Identifying common motion picture film gauges* <https://bit.ly/3Ba8jQO>

Connecting to Collections Care, *Caring for audiovisual material, Webinar 4, Introduction to film preservation* <https://bit.ly/3itH0sb>

### **Audiocassettes**

How to fix a cassette tape <https://bit.ly/3yYcBIY>

### **Other audiovisual resources**

AV Compass <https://bit.ly/3wIeB6o>

Ashley Blewer <https://bit.ly/3ejRLvy>

NEDCC *Fundamentals of AV preservation* <https://bit.ly/3Ba8ED4>

### **Software for digital preservation**

FIXITY PRO <http://bit.ly/3EoMDUk>

JAVA 8 <https://bit.ly/3hDXTkz>

DATA ACCESSIONER v 1\_1 zip file <https://bit.ly/3xIbnBo>

METADATA TRANSFORMER v 1.1 <https://bit.ly/3wRxdRT>

BAGGER. <https://bit.ly/3xOdvaY>

TERACOPY <https://bit.ly/3z1umah>

DROID <https://bit.ly/3AZdLFQ>

## **Software for audiovisual digitization**

EXACT AUDIO COPY <https://bit.ly/3ia9N4Q>

HANDBRAKE <https://bit.ly/3em8ApH>

## **Storage**

Stash <https://bit.ly/3yZurez>

Guide to Collections Care (downloadable) <https://bit.ly/3hIbDLi>

## **Digitization**

Federal Agencies Digital Guidelines Initiative (FADGI) *Technical Guidelines for Digitizing Cultural Heritage Materials* <https://bit.ly/3gLDp5D>

## **Copyright**

*Canadian Copyright Flow Chart* <https://bit.ly/3emVTLw>

## **Accessibility**

Scholars Portal *Getting Started with Web Accessibility* <http://bit.ly/3Tx5mBA>

## **Digital Preservation**

Scholars Portal *Handling digital archives before ingest* <https://bit.ly/3xJSii6>

Digital POWRR (four videos) <https://bit.ly/3hIs2zj>

CCA *Digital archives manual* <https://bit.ly/3wIqCQi>

AMIA *Open workflows* <https://bit.ly/3hHaaol>

Digital Preservation Coalition *Novice to Know How* <https://bit.ly/37ikldk>

Digital Preservation Coalition *Executive Guide on Digital Preservation*  
<https://bit.ly/3jsUlzI>

Digital Preservation Coalition *Digital Preservation Business Case Toolkit*  
<https://bit.ly/3juf8mm>

Digital Preservation Coalition *Decision Tree* <https://bit.ly/3hSBWfd>

OCLC *Walk This Way: Detailed Steps for Transferring Born-Digital Content from Media You Can Read In-house* <https://bit.ly/2YTPHmz>

CLIR *Born Digital: Guidance for Donors, Dealers, and Archival Repositories*  
<https://bit.ly/32KshRD>

CLIR *The Future of Email Archives* <https://bit.ly/31KSWyq>

OCLC *Descriptive Metadata for Web Archiving: Review of Harvesting Tools*  
<https://bit.ly/3IH2fHJ>

OCLC *Descriptive Metadata for Web Archiving: Recommendations of the OCLC Research Library Partnership Web Archiving Metadata Working Group*  
<https://bit.ly/2YYumZc>

Community Owned Preservation Tools Registry <http://bit.ly/3twqV8O>