

PRACTICUM SYLLABUS

Required readings and viewings are starred * but reading and watching all the resources in each section will make you a much better archivist. And going beyond, look at the additional resources when a topic really appeals to you.

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: Peel Archives blog *What do archivists do all day?* <http://bit.ly/2qwm6fl>
- * Watch: C2CC webinar *Object Handling Basics* <http://bit.ly/2qpFZpa>
- * Watch: C2CC webinar *Caring for Archives* <http://bit.ly/2pANE5I>
- * Watch: SAA ARCS webinar *Constructing an archival vault*
<https://youtu.be/W8vHL0Qfmg4>
- Read: NEDCC preservation leaflet *Storage and Handling for Books and Artifacts on Paper* <http://bit.ly/2oYr0jL>
- Read: NEDCC preservation leaflet *Care of Photographs* <http://bit.ly/2p1nvdh>
- Visit and skim: *Preservation Self Assessment Program* <http://bit.ly/2pAHt1T>

- Watch video: Sustainable Heritage *Using a Humidification Chamber*
https://www.sustainableheritagenetwork.org/digital-heritage?search_api_views_fulltext=humidification
- Read: ALA *Flattening Old Photos*
<http://www.ala.org/alcts/preservationweek/advice/flatteningphotos>
- Visit and skim: Stash <https://stashc.com/>
- Read: pages 1-7 (up to Case Studies) and skim rest: *Guide to Collections Care* (downloadable) <https://www.gaylord.com/resources/guide-to-collections-care>
- Read: Pel *Why polyester for archival storage – when is a pocket a sleeve?*
<https://www.preservationequipment.com/Blog/Blog-Posts/Why-polyester-for-archival-storage-when-is-a-pocket-a-sleeve>
- * Read: Archives Processing Manual Sections 1 and 2 and 3 and 4

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: Peel Archives blog *Why do archivists organize collections?*
<http://bit.ly/2pPlbdt>

- * Watch: AAO webinar *Introduction to Arranging Archives* <http://bit.ly/2pAIDui>
- * Read: Archives Processing Manual Section 5, 6, Appendix I
- *Watch: State Archives of North Carolina *Introduction to Arrangement and Description* <https://youtu.be/auCifzcfwF7I>
- *Watch: LILRC *Archival Arrangements for Beginners* <https://vimeo.com/showcase/10025610/video/682897989>

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.

- *Watch: AAO webinar *Introduction to Describing Archives* <http://bit.ly/2oYeQYw>
- *Watch: SAA ARCS webinar *Introduction to AtoM* <https://youtu.be/ReEwlxz0jFE>
- *Watch: MemoryNS *Creating Name Authorities* https://youtu.be/HhIEExxh_NA
- *Watch: Memory NS *Creating Archival Descriptions* https://youtu.be/eTIS1Z_Pxgw
- *Watch: MemoryNS *Multi-level descriptions* <https://youtu.be/flsKnD8FAsA>

- Watch MemoryNS Digital Objects <https://youtu.be/vFIn2rcrTpE>
- *Read: Archives Processing Manual Sections 7, 8, and 9, Appendix II
- *Watch: State Archives of North Carolina *Advanced Arrangement and Description*:
<https://youtu.be/ycmoqJtNNC8>

Digitization

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

- *Watch: C2CC webinar *Describe it so you can find it* <http://bit.ly/2pAU1WZ>
- *Read: UC Santa Cruz University Library *Dublin Core Metadata Schema*:
<https://guides.library.ucsc.edu/c.php?g=618773&p=4306386>
- Read: FADGI *Technical Guidelines for Digitizing Cultural Heritage Materials*
<https://www.digitizationguidelines.gov/guidelines/digitize-technical.html>
- Visit: *Indigitization Toolkit* <https://www.indigitization.ca/toolkit/>
- *Read: Instructables *How to Fix a Cassette Tape*
<https://www.instructables.com/How-to-fix-a-cassette-tape/>

- Skim: PARADISEC workflows *Overview of technical guides and workflows*
https://paradisec-archive.github.io/PARADISEC_workflows/
- *Read: Archives Processing Manual Sections 10, 11 and skim Sections 12, 13, 14 and 15

Standards and Digital Preservation

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

- *Watch: Digital Powrr webinar *Module 1* <https://bit.ly/306xDXE>
- *Watch: Digital Preservation Handbook webinar *Just Keep the Bits*
<https://bit.ly/2U7RQZf>
- *Watch: Scholars Portal webinar *Digital Preservation: What does it really look like?*
<https://youtu.be/ReEwIxz0jFE>
- *Watch: SAA ARCS webinar *Web archiving with Archive-It*
https://youtu.be/XA_mP1CxFGGE
- Watch Internet Archive webinar *Quality Assurance with Archive-It*
<https://archive.org/details/cw-webinar-qa-march-2023>

- *Read: *Getting Started* chapter in *Digital Preservation Handbook*, and watch videos in chapter <https://bit.ly/3ePZ5gz>
- Read: *Introduction to OAIS* <https://bit.ly/38S1pTE>
- Review chart *NDSA Levels of Preservation* <https://osf.io/qd54c/>
- Skim: *Digital Preservation Handbook* glossary <https://bit.ly/3eHjggk>
- Read: *Guide for new Archive-It users* <https://support.archive-it.org/hc/en-us/articles/360041250172-Guide-for-new-Archive-It-users->
- *Read: Archives Processing Manual Sections 20 and 21

MORE TRAINING RESOURCES

Protocols for Native American Archival Materials <https://www2.nau.edu/libnap-p/protocols.html>

NTCR website <https://nctr.ca/> and the National Native American Boarding School Healing Coalition website <https://boardingschoolhealing.org/>

Norquest College Library *Referencing Indigenous Elders and Knowledge Keepers*
<https://libguides.norquest.ca/c.php?g=314831&p=5188823>

First Nations Information Governance Centre *The First Nations Principles of OCAP*
<https://fnigc.ca/ocap-training/>

Truth and Reconciliation Commission (especially section on Museums and Archives) *Calls to Action* <https://nctr.ca/records/reports/>

The Steering Committee on Canada's Archives Response to the Report of the Truth and Reconciliation Commission Taskforce
https://archives2026.files.wordpress.com/2022/02/reconciliationframeworkreport_en.pdf

SNAC *Proposed Policy: Editorial Guide for Indigenous Entity Descriptions in SNAC*
<https://portal.snaccooperative.org/node/595>

Preservation

CCI *Making Protective Enclosures for Books and Paper Artifacts*

<https://www.canada.ca/en/conservation-institute/services/conservation-preservation-publications/canadian-conservation-institute-notes/protective-enclosures-books-paper.html>

University Products *Making ethafoam cavity mounts*

<https://www.universityproducts.com/video-making-ethafoam-cavity-mounts>

CCI *How to Make and Use Precipitated Calcium Carbonate Silver Polish*

<https://www.canada.ca/en/conservation-institute/services/conservation-preservation-publications/canadian-conservation-institute-notes/video-make-calcium-carbonate-silver-polish.html>

Bug Finder Utility <https://www.insectidentification.org/bugfinder-start.php>

Museumpests.net <https://museumpests.net/>

University Products *Conservation Framing*

<https://www.universityproducts.com/conservation-framing>

Minnesota Historical Society *How to Make a Padded Hanger* <https://youtu.be/8WD-kk-mxvs>

Description

University of California *UC Guidelines for Born-Digital Description*

<https://escholarship.org/uc/item/9cg222jc>

SNAC *Self-guided Training Materials* <https://portal.snaccooperative.org/node/366>

AtoM New Users Group: <https://www.youtube.com/@AtoMNUG>

Motion Picture Film

Medium Identifying common motion picture film gauges <https://medium.com/pfclean-blog/identifying-common-motion-picture-film-gauges-part-1-c1c92229b663>

Connecting to Collections Care *Webinar 4, Introduction to Film Preservation*

<https://www.connectingtocollections.org/av/>

National Film Preservation Foundation *The Film Preservation Guide*

<https://www.filmpreservation.org/preservation-basics/the-film-preservation-guide-download>

Audiovisual

AV Compass <http://www.avcompass.bavc.org/>

Ashley Blewer <https://ashleyblewer.com/>

NEDCC *Fundamentals of AV Preservation* <https://www.nedcc.org/fundamentals-of-av-preservation-textbook/chapter1-care-and-handling-of-audiovisual-collections>

Texas Commission on the Arts *Videotape Identification and Assessment Guide*
<https://www.arts.texas.gov/wp-content/uploads/2012/04/video.pdf>

AV Artifact Atlas <https://www.avartifactatlas.com/>

Video Preservation Website *Video Format Identification Guide*

https://cool.culturalheritage.org/videopreservation/vid_id/index.html

AMIA *From a Distance: Hands On Introduction to Videotape Capture Station Setup*

<https://vimeo.com/ondemand/295971>

Software for digitization:

Otter.ai (transcription) <https://otter.ai/signin>

Exact Audio Copy <https://www.exactaudiocopy.de/>

Handbrake <https://handbrake.fr/>

Fotostation guides <https://learn.fotoware.com/FotoStation>

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>

DARING FIREBALL (text to HTML conversion tool)

<https://daringfireball.net/projects/markdown/>

CONIFER (web archiving) <https://conifer.rhizome.org/>

FTK IMAGER <https://www.exterro.com/ftk-imager>

BIT CURATOR <https://github.com/BitCurator/bitcurator-distro/wiki/Releases>

VERA PDF <https://verapdf.org/>

FILE VIEWER LITE <https://windowsfileviewer.com/download>

OPEN REFINE <https://openrefine.org/>

Digital Preservation

Scholars Portal *Handling Digital Archives Before Ingest*

<https://learn.scholarsportal.info/all-guides/handling-digital-archives/>

Digital Preservation Coalition *Novice to Know-How*

<https://www.dpconline.org/digipres/train-your-staff/n2kh-online-training>

OCLC *Digital Stewardship Training for Tribal Archives, Libraries, Museums, and Small*

Public Libraries [https://www.webjunction.org/news/webjunction/digital-stewardship-](https://www.webjunction.org/news/webjunction/digital-stewardship-training-)

[training-](https://www.webjunction.org/news/webjunction/digital-stewardship-training-)

[courses.html?utm_source=SFMC&utm_medium=email&utm_content=February+1+2023](https://www.webjunction.org/news/webjunction/digital-stewardship-training-courses.html?utm_source=SFMC&utm_medium=email&utm_content=February+1+2023)

[+Crossroads&utm_campaign=&utm_term=WebJunction%20Crossroads](https://www.webjunction.org/news/webjunction/digital-stewardship-training-courses.html?utm_source=SFMC&utm_medium=email&utm_content=February+1+2023+Crossroads&utm_campaign=&utm_term=WebJunction%20Crossroads)

Digital POWRR (four videos): <https://digitalpowrr.niu.edu/digital-preservation-101/digital-powrr-webinar/>

CCA *Digital Archives Processing Manual* <https://github.com/CCA-Public/digital-archives-manual>

AMIA *Open workflows* <https://github.com/amiaopensource/open-workflows>

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>

Video guides to using COPTR

https://coptr.digipres.org/index.php/Video_guides_to_using_COPTR

Copyright

University of Alberta *Canadian Copyright Term and Public Domain Flow Chart*

<https://bit.ly/3emVTLw>

CARL/ABRC *Frequently asked questions about term extensions for authored works*

<https://www.carl-abrc.ca/influencing-policy/copyright/faq-term-extension-for-authored-works/>

Creative Commons *Choose a license* <https://creativecommons.org/choose/>

Accessibility

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

Adobe *Create and verify PDF accessibility*

<https://helpx.adobe.com/ca/acrobat/using/create-verify-pdf-accessibility.html>

UK Government *Planning, creating and publishing accessible social media campaigns*

<https://gcs.civilservice.gov.uk/guidance/digital-communication/planning-creating-and-publishing-accessible-social-media-campaigns/>

University of Melbourne *Testing Web Pages with NVDA*

<https://www.unimelb.edu.au/accessibility/tools/testing-web-pages-with-nvda>

Metadata

Library of Congress *Library of Congress Subject Headings Online Training*

<https://www.loc.gov/catworkshop/lcsh/>

Dublin Core Metadata Element Set: <https://www.dublincore.org/specifications/dublin-core/dces/>

DCMI Type Vocabulary: <https://www.dublincore.org/specifications/dublin-core/dcmi-type-vocabulary/>

University of Minnesota *Standards for Digital Collections* (with Seeing Standards chart)

<https://minitex.umn.edu/services/digital-initiatives-metadata/standards-digital-collections>

Library of Congress *Standards* <https://www.loc.gov/librarians/standards/>

Society of American Archivists *Controlled Vocabularies in Practice: Reparative*

Description <https://youtu.be/4T06PpQRMpw>

Records management

University of Toronto Certified Records Analyst (fee-based)

<https://learn.utoronto.ca/programs-courses/certificates/records-information-management>

ARMA Essentials of RIM Certificate (fee-based)

<https://www.arma.org/page/EssentialsOfRIM>

Social Networks and Archival Context

About SNAC <https://portal.snaccooperative.org/about>

SNACSchool Calendar <https://portal.snaccooperative.org/node/521>

Core training courses

There are many excellent one hour webinars here on a wide variety of archival administration and processing topics. These Lunch and Learn webinars are supported by our archives.

Society of American Archivists -Archivists of Religious Collections Section

<https://www.youtube.com/channel/UCpWzzChIhR-8O7CrKmiL2rw/videos>