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.*

- *Watch: SAA ARCS webinar* *Constructing an archival vault* 
  [https://youtu.be/W8vHL0Qfmg4](https://youtu.be/W8vHL0Qfmg4)
• 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?*

• * 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?*

* Read: Archives Processing Manual Section 5, 6, Appendix I

* Watch: State Archives of North Carolina *Introduction to Arrangement and Description* [https://youtu.be/auCifzcwF7I](https://youtu.be/auCifzcwF7I)


**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: SAA ARCS webinar *Introduction to AtoM* [https://youtu.be/ReEwlxz0jFE](https://youtu.be/ReEwlxz0jFE)

* Watch: MemoryNS *Creating Name Authorities* [https://youtu.be/HhlEExxh_NA](https://youtu.be/HhlEExxh_NA)

* Watch: Memory NS *Creating Archival Descriptions* [https://youtu.be/eTlS1Z_Pxgw](https://youtu.be/eTlS1Z_Pxgw)

* Watch: MemoryNS Multi-level descriptions [https://youtu.be/flsKnD8FAsA](https://youtu.be/flsKnD8FAsA)
digitization

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

read: ARCHIVES PROCESSING MANUAL SECTIONS 7, 8, AND 9, APPENDIX II

watch: state archives of north carolina advanced arrangement and description:

https://youtu.be/ycmqJtNNC8

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/](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 Preservation Handbook webinar* **Just Keep the Bits**
  

• *Watch: Scholars Portal webinar* **Digital Preservation: What does it really look like?**
  
  [https://youtu.be/ReEwlxz0jFE](https://youtu.be/ReEwlxz0jFE)

• *Watch: SAA ARCS webinar* **Web archiving with Archive-It**
  
  [https://youtu.be/XA_mP1CxFGE](https://youtu.be/XA_mP1CxFGE)

• Watch Internet Archive webinar **Quality Assurance with Archive-It**
  

• Read: *Introduction to OAIS* [https://bit.ly/38S1pTE](https://bit.ly/38S1pTE)

• Review chart *NDSA Levels of Preservation* [https://osf.io/qd54c/](https://osf.io/qd54c/)


• *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

Preservation
CCI Making Protective Enclosures for Books and Paper Artifacts

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


Museumpests.net https://museumpests.net/

University Products Conservation Framing
https://www.universityproducts.com/conservation-framing

**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](https://portal.snaccooperative.org/node/366)

**AtoM New Users Group:** [https://www.youtube.com/@AtoMNUG](https://www.youtube.com/@AtoMNUG)

**Motion Picture Film**

National Archives: How Do I Identify Motion Picture Film Formats?


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

[https://www.connectingtocollections.org/av/](https://www.connectingtocollections.org/av/)

National Film Preservation Foundation *The Film Preservation Guide*


**Audiovisual**

AV Compass [http://www.avcompass.bavc.org/](http://www.avcompass.bavc.org/)

Ashley Blewer [https://ashleyblewer.com/](https://ashleyblewer.com/)

Texas Commission on the Arts *Videotape Identification and Assessment Guide*

AV Artifact Atlas [https://www.avartifactatlas.com/](https://www.avartifactatlas.com/)

Video Preservation Website *Video Format Identification Guide*
[https://cool.culturalheritage.org/videopreservation/vid_id/index.html](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](https://vimeo.com/ondemand/295971)

**Software for digitization:**

Otter.ai (transcription) [https://otter.ai/signin](https://otter.ai/signin)

Exact Audio Copy [https://www.exactaudiocopy.de/](https://www.exactaudiocopy.de/)

Handbrake [https://handbrake.fr/](https://handbrake.fr/)

Fotostation guides [https://learn.fotoware.com/FotoStation](https://learn.fotoware.com/FotoStation)

**Software for digital preservation**


DATA ACCESSIONER v 1_1 zip file [https://bit.ly/3xIbnBo](https://bit.ly/3xIbnBo)


TERACOPY  https://bit.ly/3z1umah


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


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


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


CLIR The Future of Email Archives https://bit.ly/31KSWyq
OCLC Descriptive Metadata for Web Archiving: Review of Harvesting Tools


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

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*


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


University of Melbourne *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](https://youtu.be/4T06PpQRMpw)

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**Records management**

University of Toronto Certified Records Analyst (fee-based)

[https://learn.utoronto.ca/programs-courses/certificates/records-information-management](https://learn.utoronto.ca/programs-courses/certificates/records-information-management)

ARMA Essentials of RIM Certificate (fee-based)

[https://www.arma.org/page/EssentialsOfRIM](https://www.arma.org/page/EssentialsOfRIM)

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**Social Networks and Archival Context**

*About SNAC*  [https://portal.snaccooperative.org/about](https://portal.snaccooperative.org/about)

**SNAC School Calendar**  [https://portal.snaccooperative.org/node/521](https://portal.snaccooperative.org/node/521)

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**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.*

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Society of American Archivists - Archivists of Religious Collections Section

[https://www.youtube.com/channel/UCpWzzChIhR-8O7CrKmiL2rw/videos](https://www.youtube.com/channel/UCpWzzChIhR-8O7CrKmiL2rw/videos)