



THE BASICS OF
Archives

Dear Colleagues:

We are very pleased to deliver this packet of the Basics of Archives Continuing Education (BACE) on-site training materials to you. The BACE project designed training materials to introduce individuals who have responsibility for archival collections yet who may have never received archival training, to the basics of archives. These training materials are being made available to each state or territorial archives free as one of the products of the BACE project. This project was administered by the American Association for State and Local History (AASLH) and funded through a generous grant by the Institute of Museum and Library Services (IMLS).

We hope you will use these materials to offer archival training to those individuals in your area who need it. The circumstances under which you offer such training are up to you to decide. The BACE training materials are designed so that you can make any changes, additions, or revisions you feel necessary to best meet the needs of your audience. While we are proud of the materials we have created, we recognize that you may need to modify them to employ them effectively.

Included in this packet of BACE training materials are two CDs. The first contains the Onsite Workshop materials, the second provides a copy of the Online Course content.

The Onsite Workshop CD has several files:

1. The Instructor's Manual to provide direction and talking points for conducting this workshop
2. PowerPoint slides to provide the visual materials needed for the workshop
3. A Participant Workbook containing copies of the PowerPoint slides, exercises, and examples that can be copied for each attendee.
4. Pre and post workshop assessments
5. A workshop poster and brochure that can be adapted with your institutional name and other relevant information for the workshop

The Online Course CD, of which you will receive 100 copies, contains the actual course content and links used in the interactive version offered through AASLH. The interactive version has a course monitor, chat room, and review of assignments for those who are interested in a directed learning experience. The CD provided here has more in depth information and can be used by attendees at the Onsite Workshop as a reference resource and tool for further exploration of

archival fundamentals. We are sending you 100 copies of this CD so you can distribute them to those who attend the onsite workshop as a resource.

Taking the BACE course will not make anyone an archivist, but we hope that it will make participants aware of the responsibilities and obligations historical record programs accept when they bring a collection into their institutions. It is also our hope that the BACE source will connect professional archivists with those intelligent, hard working, and well meaning individuals who care for historical records in local institutions

Thank you for your time and attention. Use the BACE materials as you see fit - but please use them!

Sincerely,

Kathleen D. Roe
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New York State Archives

Terry Davis
President and CEO
AASLH

Charles Arp
Records Manager
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