The Basics of Archives On-site Workshop Materials

The CD you have received provides all the materials needed for the *Basics of Archives* on-site workshop. This project was funded with a grant from the Institute of Museum and Library Services, an independent Federal grant-making agency dedicated to creating and sustaining a nation of learners by helping libraries and museums serve their communities.

Workshop parameters: The on-site workshop has been "pared down" to the very most essential information. We encourage you to not skip exercises in favor of "lecturing" the attendees. We have provided the CD version of the online course to give people more information on each of the five topics, and they can use that to get further detail. Even with the full CD version, however, we have had to limit the information to what is most basic to ensure that historical records are properly managed. We have chosen simple, practical approaches that will help people "do the right thing". In some cases, we have used simple terminology to avoid long, and potentially confusing explanations that address issues in archival theory, but are not likely to be of immediate concern to the audience for this workshop.

The workshop materials provided are intended for a one-day workshop. You may decide to break it into two or more sessions instead to ensure more time and attention to the attendees, and to make it easier for the instructor!

We encourage you to conduct the workshop in a historical records repository that is like those where attendees work. A tour of the facility can be helpful in those cases. Larger repositories, like a state archives or a university archives may make the attendees feel that they will never be able to achieve that level of facility, so a smaller historical records repository may be a more encouraging environment.

Change these as needed for your situation*:* You can use the materials as provided, but you can also tailor them to the needs of your specific situation. The files you are receiving can easily be adapted to include your institution's name, regional examples, additional activities, or sample forms you have developed for your own state. You may want to provide more visuals, a different background for the powerpoint slides, or make other "visual" changes.

The following items are on this CD:

Instructor's Manual (provided in multiple files so you can easily download them and make changes). The files are:

- Instructor's Manual: Introduction
- Instructor's Manual: Unit 1 Introduction to Archives and Archivists
- Instructor's Manual: Unit 2 What Do You Collect and How Do You Collect It?
- Instructor's Manual: Unit 3 Processing Your Collections
- Instructor's Manual: Unit 4 Housing Your Collections
- Instructor's Manual: Unit 5 Access and Outreach

Student Workbook (also provided in multiple files for Units 1-5). These files integrate the Powerpoint slides with the handouts and activities for the course. This saves handing out multiple pages along with a workbook.

Powerpoint slides: This file provides all the slides identified in the Instructor's manual and the Student workbook.

Student Evaluation tools: To determine what your attendees know, and what they've learned, we've provided a Pre-Assessment and Post-Assessment.

Brochure: We've provided the "design" and basic content for a brochure you can use to advertise the workshop. Again, feel free to adapt to meet your local needs. Space has been provided for you to add information about your own workshop. The brochure is in pdf format and can be edited with pdf editing software; or you can print the brochure and add your own information before copying.

Poster: This file provides the "design" and content for a poster to advertise the workshop. Again, feel free to adapt to meet your local situation. Space has been provided for you to add information about your own workshop. The poster is in pdf format and can be edited with pdf editing software; or you can print the poster and add your own information before copying.

You have also received a separate CD that provides the content of the online ***Basics of Archives*** Course. Each attendee should receive a copy of the CD so they can pursue specific topics and get additional information later.

We hope you find these materials useful in assisting your constituents and colleagues in managing their historical records.

The Basics of Archives Team:

Project directors:
Charles Arp, Battelle Memorial Institute (formerly of the Ohio Historical Society)
Kathleen Roe, New York State Archives

Project members:
Sandra Clark, Michigan Historical Center
Philip Kwiatkowski, Michigan Historical Center
Raymond LaFever, New York State Archives