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/auCifzcwF7I

- *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/HhlEExxh_NA

- *Watch: Memory NS *Creating Archival Descriptions* https://youtu.be/eTlS1Z_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 D*escribe 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/ReEwlxz0jFE

- *Watch: SAA ARCS webinar *Web archiving with Archive-It*

  https://youtu.be/XA_mP1CxFGE

- 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

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

https://www.archives.gov/preservation/formats/motion-picture-film-identify-formats.html

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-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/3lH2fHJ

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