

## [NAME OF THE CA TOT CAW TRAINING]

Sacramento Room, Sacramento Public Library, Sacramento, CA — [dates]

### THE SCOPE AND ARRANGEMENT OF THE CAW COLLECTION

[time on agenda 00:00 - 00:00]

Note: This version is for a combined online and on-site training, where the anchor site will have determined the scope of work for the TOT CAW. See also the module **Determining a Scope of Work** if the participants are involved in the planning.

**TIME:** 60 min.

#### LEARNING GOALS:

- To gain an overview of how one determines the scope for a CAW
- To understand how and why the scope was determined for the TOT CAW and why
- To understand how the TOT CAW will be organized in terms of arrangement of the collection CAW stations
- To become familiar with the collection to be used at the TOT CAW

#### PRE-SESSION ASSIGNMENT:

? Read parts of Working with Partner

<http://communityarchiving.org/getting-started/work-with-partner-organization/>

#### SESSION STRUCTURE:

Time	Content/activities:	Teaching Approaches/Trainer
10 min	Trainer reviews things to keep in mind when agreeing on a scope for a CAW <ul style="list-style-type: none"><li>● [write main points to be covered]</li></ul>	Lecture/presentation [insert name of presentation file]
20 min	<ul style="list-style-type: none"><li>● Anchor site lead presents:<ul style="list-style-type: none"><li>○ The collection (history, formats, content, level of processing)</li><li>○ Expected outcome of the CAW - overall, to understand the collection and its condition in order to facilitate selection, preservation and access</li><li>○ Specific outcomes: spreadsheet with results of inspection and inventory, labeled items and boxes?, re-boxing?</li><li>○ Decision-making process to choose this collection, connecting the decisions with the previous presentation, where appropriate. What makes this a good collection for the CAW?</li><li>○ Proposed arrangement and priorities for tomorrow's CAW</li></ul></li></ul>	Lecture/large group discussion

## **[NAME OF THE CA TOT CAW TRAINING]**

Sacramento Room, Sacramento Public Library, Sacramento, CA — [dates]

25 min.	[It would be great if we could involve the participants in getting ready for the CAW. For example, we could go to the space and review the arrangement, how items will be given to the tables. A walk through.]	Group Activity
5 min.	Final questions	

### **EQUIPMENT & RESOURCES:**

- Laptop and projector (for presentation)
- Map of the space for the CAW
- Scope presentation

### **OTHER CONSIDERATIONS/MATERIALS**

- Confirm we can have access to space and collection