



## **“Audiovisual Collections Care in Tribal Archives”: Southwest Cohort**

Welcome to the “Audiovisual Collections Care in Tribal Archives” project! We (Community Archiving Workshop) are very excited to be bringing our workshop to you in this new, remote format. This is the first time we will be delivering our workshop remotely, so please be aware that we are also learning as we go, alongside you.

### **Timeline:**

The timeline for this project is fairly flexible to meet your needs. We officially start on March 26, 2021 with our “Meet & Greet” and will end November 29, 2021 when we are scheduled to share our project at the ATALM Conference (TBD, but most likely a remote or pre-recorded presentation).

### **Schedule:**

This project consists of group training (webinars) and one-on-one mentorship.

**Webinars will take place on alternating Wednesdays at 9AM PST/ 10AM MST/ 11AM CST/ 12PM EST.** Please block out this time on your calendar, as we will schedule more meetings and webinars, as needed, but always using this block of time. Mentors and Cohort Members can schedule their time together independently.

### **Webinars:**

Webinars will be scheduled on Wednesdays based on what topics we decide to cover. There are six mandatory webinars (AV Basics, Inspection & Inventory, Metadata, Digitization, Disaster Prep, Mukurtu) and more optional webinars will be added as we go. These can include: Using the Film Inspection Kit, Using the Digitization Kit, Copyright & Access, Fundraising for Preservation.

**Mentorship:**

Each Cohort Member will be matched with a Mentor. Your mentor will work closely with you to help you gain the hands-on skills and confidence to inspect and inventory your collection. Your mentor will also provide you with a preservation plan, based on the inventory you create and an interview process. CAW mentors all have different areas of expertise and if you have a question or concern that your mentor cannot answer, they will consult with other CAW mentors. We will work collaboratively to support everyone in the cohort!

**Inventory:**

For the purpose of this project you will inspect and inventory a collection of no more than 200 audiovisual assets. Your mentor will work with you to decide how to choose which assets to select for the inventory. The goal of the inventory is for you to learn the process, which you can then replicate across your entire collection.

**Preservation Plan:**

Your mentor will produce a preservation plan for the collection that you inventory. While this, realistically, can only address the needs of the collection you inventory- we will do our best to give you holistic information which can be applied to the larger collection.

**Training Kit:**

You will receive a training kit before the first webinar. This kit contains samples of audiovisual formats and some basic tools for inspection and passive preservation. The kit contains everything you will need for your inspection and inventory project. The training kit is yours to keep.

**Film Inspection Kit:**

We are creating a film inspection kit, which is to be shared by the entire cohort. This kit contains everything you need to do a detailed inspection of 8mm, Super 8mm, 16mm and 35mm film. For those interested, we will be providing a webinar on how to use this

kit, including winding and splicing film. This kit is designed to be shipped in the mail, so cohort members can take turns using it. It will remain within your cohort permanently.

**Digitization Kits:**

We are creating two digitization kits (one video, one audio), which is to be shared by two CAW cohorts in the Southwest. Each kit will contain a laptop with an analog-to-digital converter and necessary software and peripherals to capture video and/or audio. You will need your own playback equipment to use these kits. For those interested, we will be providing a webinar on how to use them. These kits are designed to be shipped in the mail, so all cohort members can take turns using it. It will remain within your region permanently.

**Preservation Supplies Stipend:**

Each Cohort Member has a budget of \$1,200 for preservation supplies, which can be determined in collaboration with your mentor based on the needs of your collection. Examples of what this can be used for include: film cores and cans, video or audio cases, a dehumidifier, etc.