

Homework for Nashville, TN CAW-TOT Day 1

By Wednesday, March 27:

- Please look over the Handbook site (communityarchiving.org)
- Read through the “Getting Started” and “Before the Workshop” sections.
<http://communityarchiving.org/getting-started/>
[\(http://communityarchiving.org/before-the-workshop/\)](http://communityarchiving.org/before-the-workshop/)
- Look through the “Past Workshops” section (<http://communityarchiving.org/workshops/>)
- Watch the following videos:
 - APEX Community Archiving Workshop in Santiago, Chile with the local community television station Señal 3 La Victoria: <https://vimeo.com/171161573>
 - Community Archiving Workshop in New York City with Black Public Media (formerly National Black Programming Consortium): <https://youtu.be/FI5Hi8aZfNc>

Please come prepared to share a brief summary of the following:

- Your mission and basic programs
- The communities you serve
- How many staff, members and volunteers you have
- The types of archival collections you hold, in particular your audiovisual holdings – approximate number and formats (feel free to refer to California Revealed’s [AV Format Guide](#))

Please come prepared to discuss:

- What you hope to learn by the end of the training.
 - At least one or two top goals.
 - Be as specific as you can. Example: Instead of stating “how to run a CAW”, you might have a need to learn organizing tasks like how to choose a collection for a CAW or how to do volunteer recruitment. Or you might place as a priority skills such as how to gauge the condition of films or how to design a data template to collect descriptions for the materials.
- What you feel most confident about in terms of CAW planning and delivery.
- What skills/knowledge you feel you will bring to the training and CAW planning.