

Community Archiving Workshop - Southeast Training of Trainers

Day 1: The What Why of Data Template - Wednesday, March 27, 2019, 2:00 - 3:00 pm

MODULE: DETERMINING DATA TEMPLATES

Note: This module makes the assumption that the anchor site will have designed the data template for the TOT CAW.

TIME: 60 min.

LEARNING GOALS:

- To build knowledge of the usefulness and limitations of a spreadsheet template for data collection
- To understand guidelines for evaluating an existing descriptive system
- To gain understanding of how data is collected during a CAW
- To understand how and why the data template was determined for the TOT CAW

SESSION STRUCTURE:

Time	Content/activities:	Teaching Approaches/Trainer
20 min.	Trainers present on The What and Why of the Data Template - why a standard CAW focuses on the inventorying activity, how the data collected is used and why it is useful, why spreadsheets, qualities of good data, common inventorying pitfalls.	Presentation/Discussion
10 min.	Trainers walk through the current (blank) standard CAW data template.	Projection of spreadsheet /data template, or shared.
10 min.	Trainers walk through the CAW TOT host site inventory sheet and decision making behind it, and how this was translated for the training activity.	Projection of spreadsheet /data template, or shared.
20 min.	Trainers walk participants through inventorying 1-2 media items in the CAW-TOT template that will be used for the Day 2 CAW event.	A trainer fills in sheet that is projected, while a trainer holds media and demos inspection - or be ambitious and hand out items for participants to inventory in own sheets.

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EQUIPMENT & RESOURCES:

- Computer and projection equipment for presentation slides
- Presentation slides
- Media items (i.e. video, audio, or film)