



COMMUNITY ARCHIVING WORKSHOP CALIFORNIA TRAINING OF TRAINERS

[Note: The CA TOT curriculum is undergoing copy-editing; small changes and a few missing links will be incorporated soon. 2022-02-26]

INTRODUCTION

The overall goal of the Community Archiving Workshop (CAW) Training of Trainers (TOT) is to increase the skills and knowledge of participants so that they may plan and carry out CAWs with confidence. CAWs are designed to jump-start preservation efforts for moving image and sound collections, whether found as film, videotape, audiotape or on various digital media carriers. All audiovisual collections are critically endangered, and when we labor together in a CAW to collect data about the works, we give the collection caretakers information they need for preservation planning. The more people organize CAWs, the more likely a diversity of historic collections will be saved and accessible.

The California Training of Trainers (CA TOT) was a model for regionally-based training funded by the Institute of Museum and Library Services. TOTs were held in 2019-2020 in the [Southeast](#), [Midwest](#) and [West](#). Each TOT was led by a regional CAW Mentor working within an “anchor site,” and there was a second trainer for all TOT sessions. Both were experienced CAW organizers.

Central to each TOT was a CAW that occurred on Day 2 of a three day in-person training. The CAW Mentors did the pre-CAW planning, including the selection of a CAW partner (in CA the Sacramento Public Library Special Collections) and negotiation of the goals, collection scope, and data template. The CAW Mentor and partner worked together on logistics for the CAW.

Each regional trainee group was composed of 3-4 different organizations. Each of the organizations made a commitment to organize a local CAW after the TOT to practice what they had learned. Mentoring on pre-CAW tasks happened afterwards as the participants planned their own CAWs.

The CAW Mentor for the West region was Pamela Vadakan at the anchor site [California Revealed](#). Jimenez and Vadakan were the TOT trainers, with assistance from Shahed Dowlatshahi. The TOT curriculum was created by Mona Jimenez and Pamela Vadakan and was informed by previous TOT designs by Kelli Hix and Marie Lascu, and by numerous resources created by Community Archiving Workshop, in particular the CAW Handbook. The authors are thankful for the generosity and dedication of the CAW Committee and the numerous CAW partners and volunteers over the years.

A PDF is available with all of the materials that were part of the CA TOT: [CA_TOT_CUR_2019.pdf](#) [link forthcoming]. Each element below is also available as a separate document using the links below.

TABLE OF CONTENTS

Agenda

Full California Training of Trainers Agenda

[CA_TOT_Full_Training_Agenda](#)

Webinar #1 - Welcome and the CAW Concept

CA TOT Webinar 1 Trainers Notes: Welcome and the CAW Concept

[CA_TOT_Webinar_1_Trainers_Notes](#)

CA TOT Webinar 1: Welcome and the CAW Concept

[CA_TOT_Webinar_1_Presentation](#)

CA TOT Webinar 1: Welcome and the CAW Concept

[CA_TOT_Webinar_1_Presentation_Video](#)

CA TOT Instructions to Participants

[CA_TOT_Webinar_1_Participant_Instructions](#)

CA TOT Homework for Webinar #2

[CA_TOT_Homework_Webinar_2](#)

Sample CAW Memorandum of Understanding

[CA_TOT_memo_partners](#)

Webinar #2 - The CAW Collaboration

CA TOT Webinar 2 Trainers Notes: The CAW Collaboration

[CA_TOT_Webinar_2_Trainers_Notes](#)

CA TOT Webinar 1: The CAW Collaboration

[CA_TOT_Webinar_2_Presentation](#)

CA TOT Webinar 2: The CAW Collaboration

[CA TOT Webinar 2 Presentation Video](#)

Homework for On-site Training

[CA TOT Homework On-site Training](#)

On-site Training Day 1

Trainers Notes Day 1.1: Welcome and Agenda Review

[CA TOT Trainers Notes Day1.1 Welcome](#)

CA TOT Trainers Notes Day 1.2: The Scope and Arrangement of the CAW Collection

[CA TOT Trainers Notes Day1.2 Scope](#)

CA TOT Trainers Notes Day 1.3: The What and Why of the Data Template

[CA TOT Trainers Notes Day1.3 Template](#)

CA TOT Trainers Notes Day 1.4: AV Basics – Inspection and Inventory of Film, Video and Audio

[CA TOT Trainers Notes Day1.4 AV Practice](#)

CA TOT Day 1 Presentations

[CA TOT Day1 Presentations](#)

CA TOT Data Template

[CA_TOT_CAW_InventoryTemplate](#)

CA TOT CAW Presentations

[CA_TOT_CAW_Presentations](#)

CA TOT CAW Workflow Cheatsheet

[CA_TOT_CAW_Cheatsheet](#)

AV Archiving Resources

[CA_TOT_AV_Archiving_Resources](#)

On-site Training Day 2

CA TOT Trainers Notes Day 2: CAW Day

[CA TOT Trainers Notes Day 2 CAW](#)

CAW Day Evaluation Form

[CAW TOT CUR CAW Evaluation](#)

On-site Training Day 3

CA TOT Trainers Notes Day 3.1: CAW De-Brief

[CA TOT Trainers Notes Day3.1 De-brief](#)

CA TOT Trainers Notes Day 3.2: Review of Next Steps for Regional CAWs

[CA TOT Trainers Notes Day3.2 Next Steps](#)

CA TOT Trainers Notes Day 3.3: Priorities for the Mentoring Phase & Wrap-Up

[CA TOT Trainers Notes Day3.3 Priorities](#)

CA TOT Day 3 Presentations

[CA TOT Day3 Presentations](#)

CAW TOT Evaluation

[CAW TOT CUR Evaluation](#)