COMMUNITY ARCHIVING WORKSHOP
CALIFORNIA TRAINING OF TRAINERS

Trainers Notes Day 3.1: CAW De-brief

TIME: 90 min. The time on this session was 75 min., according to the CA TOT agenda. However, the session needs 90 min., so that is how the times are written below.

Note: With the CA TOT, the Day 3 activities were compressed because several of the participants had a very long drive home ahead of them. You will notice that with the sessions on this day, it is recommended to increase the time. This will allow for more depth in each session and for more active learning. Feel free to adjust and redesign this day.

LEARNING GOALS:

- To practice analyzing the CAW, both in terms of practical considerations (space, workflow, etc.) and human dynamics/needs
- To practice analyzing what could be improved about a CAW
- To gain an awareness of how the workflow for the TOT CAW might match or diverge from regional needs/priorities and impact the planning of their local CAWs
- To gain a preliminary perspective on how the CAW could work in their local community

PRE-SESSION WORK:
The trainers will need to merge the files and make some observations about the data collected, such as number of items completed, broken down by format. The presentation CA_TOT_CAW_Day 3 gives an example of the kind of information you could provide.

As seen, in the presentation, a breakdown of attendees and their affiliations can also be interesting and show success in outreach and publicity. The trainers will also need to analyze the CAW evaluations before the session, summarizing the volunteer experience, what worked and what needs improvement, and whether the attendees would like to organize or attend another CAW.

Note: CA_TOT_CAW_Day 3 contains all of the slides for Day 3. The presentation below doesn't include the evaluation summary or the agenda for the day.

SESSION STRUCTURE:

Time	Content/activities:	Teaching Approaches/Trainer
~ 15 min.	Welcome the group to the day and give thanks all around for their work on the CAW. Present the summary of the accomplishments of the CAW. Ask for any observations about the materials, encouraging comments both about the needs of the collection (such as obsolescence, poor condition, fragility) and opportunities (significant content, good condition, depth of data). Very briefly review the agenda for the day. Explain that we will get to our CAW De-brief in a minute, but first let's look at what the volunteer evaluations revealed. Present, by flip-chart or slides, and briefly summarize.	Brief lecture/presentation Slides 2-3 show examples of accomplishments CA_TOT_CAW_Day 3
30 min.	This session is an opportunity to reflect on the CAW, from the perspective of participants and organizers. There are pros and cons to most approaches, and there will always be personal preferences. The point is to understand the impact of planning on the success of a CAW, recognizing that CAWs can have their chaotic moments, especially in the beginning. Trainers can help by bringing specificity to the discussion, for example by asking clarifying questions and trying to look toward solutions (i.e.; "You say the presentations were too long, what part would you remove?"). The presentation contains these questions, but you could also flip-chart them. You should have some way of taking notes that is visible to the participants. ● Overall, what was your experience of the CAW? ● What role(s) did you take on? How did you feel about your role? ● In terms of process, what were some of the strengths of the CAW workflow? Are there things you would change? ● What worked in terms of the welcoming and orienting of CAW participants? Are there things you would change? ● What worked in terms of the presentation and instructions? Are there things you would change?	Large group discussion Slides 4-11

	• What worked in terms of the inspection and inventory process, especially for those new to the process? Are there things you would change? • Did you think the scope and scale of the collection worked well? Why or why not? Did you think the template worked for both the participants and the organization? Why or why not?	
45 min.	The CA TOT CAW was composed of two people from 4 separate organizations. You may be working with one large group or some other combination; adjust times/process accordingly. Each regional pair meets to reflect on their own region, followed by a reporting out (15 min. in small groups, 7-8 min. for each of 4 small groups to report out). Topics for small group reflection are focused on partnerships, recruitment, and logistics (as opposed to skills, which will be dealt with in the later session Priorities for the Mentoring Phase): • In your region, what archives might be good candidates for CAWs? Who might help with a site or needed equipment for those archives without those resources? • How easy or challenging will recruitment be? For example, are there experts, allies, or communities of learners that could be interested? • What collections might be appropriate and feasible? • What about your region will help make your regional CAW a success? Do you foresee any obstacles to organizing your CAW?	

EQUIPMENT & RESOURCES:

- Laptop/projector
- Presentation(s): CA_TOT_CAW_Day 3
- A flip-chart/markers or blackboard/chalk is helpful to chart their responses during discussions, or you can take notes in a file that is projected.