

CAW Training of Trainers: Southeast Region
NASHVILLE, TN (March 27 - 29, 2019)
AGENDA



ON SITE Training of Trainers - Nashville Metro Archives

DAY 1: Wednesday, March 27 10:00am - 4:15pm

- 10:00am - 10:15am **Welcome + Brief Introductions**
- 10:15am - 10:30am **What is a CAW? CAW History**
- 10:30am - 11:30am **Homework Overview**
- 11:30am - 12:00pm **How to Plan a CAW**
- 12:00pm - 1:00pm **LUNCH (on your own or together)**
- 1:00pm - 2:00pm **Determining the Scope of Work**
- 2:00pm - 3:00pm **The What and Why of the Data Template**
- 3:00pm - 4:00pm **Inventory collection of magnetic media**
- 4:00pm - 4:15pm **Wrap up**

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DAY 2: Thursday, March 28 10:00am - 4:30pm

- 10:00am - 10:30am **Welcome, Introductions, Overview**
Kent Oliver (Library Director), Kelli Hix (AVCC and CAW), Ken Feith (Metro Archives), Marie Lascu (CAW and XFR Collective), DeLisa Harris (Fisk Center Archives), Caroline Rubens (Appalshop)
- 10:30am - 11:00am **AV Archiving Essentials Slideshow**
- 11:00am - 12:00pm **Today's Workflow, Examples and Practice**

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12:00pm - 12:45pm **LUNCH (catered)**

please help us have a low waste workshop by bringing your own mug, water bottle, or utensils

12:45pm - 1:00pm **CAW / Footage from NPL collections / Optional tours of AVCC**

2:30pm - 3:00pm **Optional: Demonstrate the digitization kit**

4:00pm - 4:30pm **Wrap Up**

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DAY 3: Friday, March 29 10:00am - 12:30pm

10:00am - 10:30am **Overview of work completed**

10:30am - 11:00am **Round Table: What worked, what didn't**

11:00am - 12:00pm **Next Steps for Your CAW**
Review and refine our ideas for next CAWs

12:00pm - 12:30pm **Wrap-up & Evaluations**