

Preparing For Your Trip to the Archives

Workshop Outline

- I. Welcome (2 minutes)
- II. Finding your special collection library (10 minutes) • Chelcie
 - A. ArchiveGrid, and limitations of
 - B. WorldCat
 - C. Chasing citations from secondary sources
 - D. Recommendations of libraries with collecting strengths in your subject — ask colleagues!
- III. Preparing for your trip (15 minutes) • Kathleen
 - A. Contact as early as possible, ridiculously early if applying for a grant!
 1. Summarize your research topic
 2. Identify suggested collection(s)
 3. Ask for more suggestions
 - B. Read the FAQ for research visits; if not specified, ask.
 1. Limitations on hours & access?
 2. What form of identification or pre-registration is needed?
 3. Advance notice needed for requests?
 4. Camera policy?
 5. Recommended transportation or parking?
 6. Time needed to research based on amount of material in linear feet?
 7. Fees, copyright, permissions?
- IV. In the library (hands-on) (35 minutes) • Kathleen
 - A. 5-minute intro (discuss while setting up items)
 1. Basic dos & don'ts of book and archival handling
 2. Photographs and negative handling
 - B. 5-minute “speed dating” (6 stations of 1–2 items per table) • 30 minutes
 1. Answer the following questions:
 - a) What is this?
 - b) What challenges does it pose?
 - c) How do you capture the information?
 - d) Item specific question
 2. If you would capture information about an item by taking a photo, go ahead and take the photo! Include **folder info** and/or **call number** in images.
- V. Managing your photos (25 minutes) • Chelcie
 - A. Hands-on demo with Tropy (software for managing research photo collections), or what to do with the photos you just took?!
 - B. Check on recommended citation info from that special collection.
- VI. Closing (3 minutes)

Workshop materials

Extra small support for *Boston Patriot*

Support for *Chimes*

White paper

Weights

Magnifying glasses

Out cards

Table numbers?

Slides

Handouts (printed activity slides)