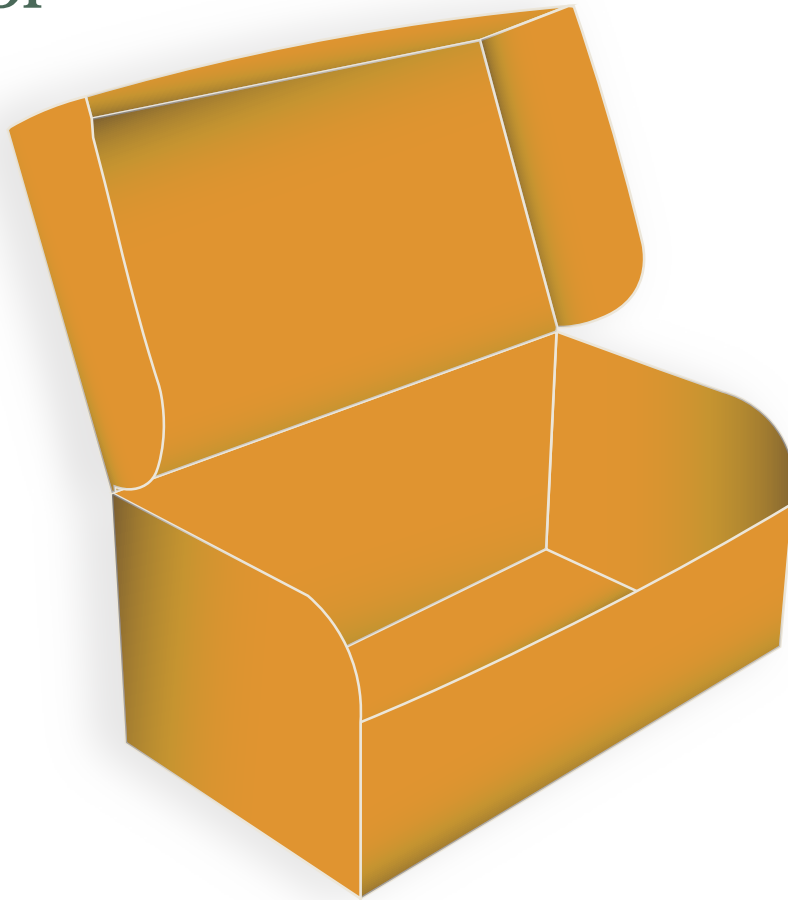


APPLIED ACTIVITY:

CROSS-GENERATIONAL PERSONAL ARCHIVING WORKSHOP



Purpose:

Host a Cross-generational Personal Archiving Workshop with users of your archives to teach community members how to properly archive physical or digital personal materials. The workshop provides the tools, knowledge, and organizational skills necessary for safekeeping personal writings, artworks, papers, and objects.

Overview:

- The workshop can be held either virtually or in-person.
- The course is split into two days of workshops.
- There are two options for the workshop:
 - 2-day physical materials archiving workshop, or
 - 2-day digital archiving workshop.
- During the second day of the workshop, there will be time allotted for participants to share what they archived, which provides an opportunity for intergenerational engagement.

Workshop Option 1: Physical Materials

Each participant will need:

- Archival boxes (if acid-free archival materials are unavailable, use banker boxes, shoe boxes, and plastic storage containers.)
- Labels (4 inches by 6 inches)
- Felt-tip pen
- Papers, artworks, and objects to archive

Workshop Option 2: Digital Materials

Each participant will need:

- Computer
- Digital storage (cloud-based, SSD hard drive, spinning disk hard drive)
- Digital files and objects to archive

Pre-Workshop: Plan, Promote, Invite

1. Plan the basics of your Cross-Generational Personal Archiving Workshops.
 - Build a team! Decide who will host the workshops (a group of 2-3 people is best).
 - Decide upon two dates to host the workshop (Each day of the workshop should be 1 ½ hours, and it's best to host the workshops within one week of each other. For example, two consecutive days such as Friday and Saturday, or two back-to-back Fridays).
 - Choose between the two workshop options: physical or digital
 - Decide who will host the workshops. Preferable, two to three people will share this role. Including hosts of diverse ages is best to maximize intergenerational engagement.
 - Conceptualize the workshop and write a description
2. Promote and recruit participants
 - Refine the written description of the workshop with your team (include dates and times)
 - Create a Google Form that collects the following information for sign-up:
 - Name
 - Email address
 - Phone number
 - Pronouns
 - Share the workshop description and Google Form with members of your community via e-mail and social media. Provide a deadline to sign-up.
3. After the sign-up deadline has passed, confirm all participants and email final instructions for participating, including information about what each person will need to successfully complete the workshops. Give at least one week's notice so that all participants can acquire the necessary materials for the workshops
4. Leading up to the workshop, hosts should stay in communication and clarify all responsibilities beforehand.

Workshop Day 1: The Fundamentals of Archiving

1. Day one of the workshop has arrived! Meet in the designated meeting space, whether it be digital or virtual.
2. Once everyone has gathered and settled, one of the hosts introduces the workshops, providing a brief overview of what's to come (5 minutes).
3. Take turns briefly introducing selves, including hosts and participants (30 - 60 seconds each, 10 minutes total).
4. One of the hosts dives into the first lecture of the workshop: teaching the fundamentals of archiving (30 minutes)
 - Utilize visual aids such as presentation slides or demonstrative objects to teach the basics of archival arrangement, description, processing, and preservation.
5. Hosts open up the workshop for questions (10 minutes).
6. Second lecture of the workshop topic: Archiving personal materials
 - Utilize visual aids such as presentation slides or demonstrative objects to teach the basic details of archival arrangement, description, processing, and preservation.
7. For the next portion of the workshop, it's time for workshop attendees to begin archiving their own material. Invite attendees to start this process and ask questions along the way.
8. For the closing five minutes, describe what is to come in the next day of the workshop. Invite participants to use the information they gathered in this first workshop to begin archiving their own materials ahead of workshop day 2.

Introduce workshop	5 minutes	5 minutes
Participant intros	15 minutes	20 minutes
Talk: Fundamentals of Archiving	25 minutes	45 minutes
Q+A	10 minutes	55 minutes
Talk: Archiving personal materials	15 minutes	1 hour, 10 minutes
Activity: Begin to archive!	15 minutes	1 hour, 25 minutes
Closing: Next workshop	5 minutes	1 hour, 30 minutes

Workshop Day 2: Personal Archiving Day

1. Day two of the workshop is all about actively archiving one's own personal materials! This day is divided into two activities: actively archiving personal objects and sharing with the group.
2. A host introduces the day's activities: archiving and sharing.
 - Archiving: Using the principles learned in the first workshop, begin or continue the process of archiving one's own personal materials. Ask questions along the way
 - Sharing: Each participant takes 5-10 minutes to share what they learned and what they archived.
3. Begin the archiving personal materials portion of the workshop
 - All hosts should make themselves available for questions throughout the duration of this process.
 - Personal archiving does not have to be completed by this time. The purpose is to start the process so that it can be continued on the participant's own time after the workshop.
4. Move onto the sharing portion of the workshop
 - Coming together as a group, each participant takes 5-10 minutes sharing what they learned and archives.
 - During this section, storytelling about one's own personal archives is encouraged for intergenerational engagement.
5. A host closes the workshop by recapping what was learned and gained throughout the two days of personal archiving.

Introduction	5 minutes	5 minutes
Archive personal materials and ask questions	50 minutes	55 minutes
Share out	30 minutes	1 hr, 25 minutes
Closing	5 minutes	1 hr, 30 minutes