

**2019 Community Archiving Workshop (CAW) and Southeast Training of Trainers (TOT)  
Program  
Nashville, TN**

**Community Archiving Workshop only:** March 28  
**Full CAW / TOT Program:** March 27, 28, 29

All programs are held at Nashville Metro Archives (in the Nashville Public Library, 3rd floor, 615 Church Street)

Join Metro Nashville Archives, Fisk University Archives, and Appalshop for our Community Archiving Workshop (CAW). This event brings volunteers from the community together with audiovisual archivists from around the country to learn the essentials of archiving analog av materials and practice their skills working on collection items from the Metro Archives Collection.

This day-long event is created in tandem with the Southeast Training of Trainers program (TOT). The Southeast TOT program trains participants to put on their own CAW in their community. Supported by the Institute for Museum and Library Services (IMLS), TOT trainings are happening in 2019 in three regions in the United States: the West Coast, Midwest, and the Southeast. Participants will attend the CAW, and will also learn to how to organize and put on their own CAWs.

Both events are free and open to all levels of professionals and volunteers. Generous support for this project comes from the Nashville Public Library Foundation, the Institute for Museum and Library Services, and Nashville Metro Archives.

You may sign up either for the one day CAW workshop (March 27), or for the full 2.5 day CAW / Southeast TOT program (March 26, 27, and 28).

Please note which option (CAW only or full CAW / Southeast TOT Program) you are choosing when you fill out the registration form.

Parking: You will need to supply your own parking and transportation. The library parking garage will be open. You can get a validation stamp at the library for 1.5 hours of free parking. Lyft, Uber, and Lime scooters are available downtown. Nearby bus stops include Music City Central, 4th and Church, and 7th and Church.

**SCHEDULE: CAW ONLY (March 28)**

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Thursday, March 28 10:00am - 4:30pm  
Nashville Metro Archives, Nashville Public Library, 615 Church Street

- 10:00am - 10:30am Welcome, Introductions, Overview of AVCC  
Kelli Hix (AVCC and CAW), Ken Feith (Metro Archives), Marie Lascu (CAW and Crowing Rooster), DeLisa (Fisk Center Archives), Caroline Rubens (Appalshop)
- 10:30am - 11:30am AV Archiving Essentials + today's Workflow
- 11:30am - 12:30am CAW
- 12:30pm - 1:30pm LUNCH (catered)**
- 1:30 - 2:00 CAW / Show footage from the NPL collections - invite all NPL staff
- 2:00pm - 3:00pm CAW / Optional tours of the AVCC lab for staff and CAW volunteers
- 3:00pm - 4:00pm CAW / Wrap
- 4:00pm - 4:30pm Wrap Up

**SCHEDULE: Full TOT / CAW Training March 27, 28, 29**

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

**ON-SITE TRAINING - Nashville Metro Archives**

- 10:00am - 10:30am Welcome, Introductions (instructors + attendees)  
*Kelli, Marie*
- 10:30am - 11:00am Introducing the AVCC Collection & Nashville Metro Archives  
*Kelli - show and tell, stream a video sample*
- 11:00am - 11:30am The History of CAW and Concept (Module)  
*Marie - use Sandra's slideshow from AMIA?*
- 11:30am - 12:00pm The CAW Collaboration (How to run a CAW) (Module)  
*Marie*
- 12:00pm - 1:00pm LUNCH** (on your own or together)
- 1:00pm - 1:30pm Slideshow: AV Essentials  
*Kelli - slideshow*
- 1:30pm - 2:00pm Determining the Scope of Work (Module)  
*Kelli*
- 2:00pm - 2:30pm Go Over Workflow for how to Plan a CAW  
*Marie*
- 2:30pm - 3:00pm The What and Why of the Data Template - Customize (Module)  
*Marie, Kelli*
- 3:00pm - 4:00pm Inventory collection of magnetic media - workflow test  
*everyone*

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

**TOT CAW - Nashville Metro Archives**

10:00am - 10:30am Welcome, Introductions, Overview of AVCC  
Kelli Hix (AVCC and CAW), Ken Feith (Metro Archives), Marie Lascu (CAW and Crowing  
Rooster), DeLisa Harris (Fisk University Archives), Caroline Rubens (Appalshop)  
10:30am - 11:30am AV Archiving Essentials + today's Workflow  
11:30am - 12:30am CAW

**12:30pm - 1:30pm LUNCH (catered)**

1:30 - 2:00 CAW / Show footage from the NPL collections - invite all NPL staff  
2:00pm - 3:00pm CAW / Optional tours of the AVCC lab for staff and CAW  
volunteers  
3:00pm - 4:00pm CAW / Wrap  
4:00pm - 4:30pm Wrap Up

**DAY 3:** Friday, March 29 10:00am - 2:00pm

**TOT CAW - Nashville Metro Archives**

10:00am - 10:30am Overview of work completed (Number of assets, people, time)  
*Kelli*  
10:30 - 11:00 Round Table: What worked, what didn't  
*Marie, Kelli*  
11:00 - 12:00 Next Steps for next CAWS with partners