

Preservation

- Read: Peel Archives blog *What do archivists do all day?* <http://bit.ly/2qwm6fl>
- Watch: C2CC webinar *Object Handling Basics* <http://bit.ly/2qpFZpa>
- Watch: C2CC webinar *Caring for Archives* <http://bit.ly/2pANE5I>
- Watch: SAA ARCS webinar *Constructing an archival vault*
<https://youtu.be/W8vHL0Qfmg4>
- NEDCC preservation leaflet *Storage and Handling for Books and Artifacts on Paper*
<http://bit.ly/2oYr0jL>
- NEDCC preservation leaflet *Care of Photographs* <http://bit.ly/2p1nvdh>
- Visit: *Preservation Self Assessment Program* <http://bit.ly/2pAht1T>
- Watch: Sustainable Heritage *Using a Humidification Chamber*
https://www.sustainableheritagenetwork.org/digital-heritage?search_api_views_fulltext=humidification
- Read: ALA *Flattening Old Photos*
<http://www.ala.org/alcts/preservationweek/advice/flatteningphotos>
- Visit: Stash <https://stashc.com/>

- Read: pages 1-7 (up to Case Studies) and skim rest: *Guide to Collections Care* (downloadable) <https://www.gaylord.com/resources/guide-to-collections-care>
- Read: Pel *Why polyester for archival storage – when is a pocket a sleeve?* <https://www.preservationequipment.com/Blog/Blog-Posts/Why-polyester-for-archival-storage-when-is-a-pocket-a-sleeve>

Arrangement

- Read: Peel Archives blog *Why do archivists organize collections?* <http://bit.ly/2pPlbdt>
- Watch: AAO webinar *Introduction to Arranging Archives* <http://bit.ly/2pAIDui>
- Watch: State Archives of North Carolina *Introduction to Arrangement and Description* <https://youtu.be/auCifzCWf7I>

Description

- Watch: AAO webinar *Introduction to Describing Archives* <http://bit.ly/2oYeQYw>
- Watch: SAA ARCS webinar *Introduction to AtoM* <https://youtu.be/ReEwIxz0jFE>
- Watch: State Archives of North Carolina *Advanced Arrangement and Description:* <https://youtu.be/ycmoqJtNNC8>

Digitization

- Watch: C2CC webinar *Describe it so you can find it* <http://bit.ly/2pAU1WZ>
- Read: UC Santa Cruz University Library *Dublin Core Metadata Schema*:
<https://guides.library.ucsc.edu/c.php?g=618773&p=4306386>
- Read: FADGI *Technical Guidelines for Digitizing Cultural Heritage Materials*
<https://www.digitizationguidelines.gov/guidelines/digitize-technical.html>
- Visit: *Indigitization Toolkit* <https://www.indigitization.ca/toolkit/>
- Read: Instructables *How to Fix a Cassette Tape*
<https://www.instructables.com/How-to-fix-a-cassette-tape/>
- Visit: PARADISEC workflows *Overview of technical guides and workflows*
https://paradisec-archive.github.io/PARADISEC_workflows/

Standards and Digital Preservation

- Watch: Digital Powrr webinar *Module 1* <https://bit.ly/306xDXE>
- Watch: Digital Preservation Handbook webinar *Just Keep the Bits*
<https://bit.ly/2U7RQZf>

- Watch: Scholars Portal webinar *Digital Preservation: What does it really look like?*
<https://youtu.be/ReEwlxz0jFE>
- Watch: SAA ARCS webinar *Web archiving with Archive-It*
https://youtu.be/XA_mP1CxFGE
- Watch Internet Archive webinar *Quality Assurance with Archive-It*
<https://archive.org/details/cw-webinar-qa-march-2023>
- Read: *Getting Started* chapter in *Digital Preservation Handbook*, and watch videos in chapter <https://bit.ly/3ePZ5gz>
- Read: *Introduction to OAIS* <https://bit.ly/38S1pTE>
- Review chart *NDSA Levels of Preservation* <https://osf.io/qd54c/>
- Read: *Digital Preservation Handbook* glossary <https://bit.ly/3eHjggk>
- Read: *Guide for new Archive-It users* <https://support.archive-it.org/hc/en-us/articles/360041250172-Guide-for-new-Archive-It-users->

MORE TRAINING RESOURCES

Protocols for Native American Archival Materials <https://www2.nau.edu/libnap-p/protocols.html>

NTCR website <https://nctr.ca/> and the National Native American Boarding School Healing Coalition website <https://boardingschoolhealing.org/>

Norquest College Library *Referencing Indigenous Elders and Knowledge Keepers*
<https://libguides.norquest.ca/c.php?g=314831&p=5188823>

First Nations Information Governance Centre *The First Nations Principles of OCAP*
<https://fnigc.ca/ocap-training/>

Truth and Reconciliation Commission (especially section on Museums and Archives) *Calls to Action* <https://nctr.ca/records/reports/>

The Steering Committee on Canada's Archives Response to the Report of the Truth and Reconciliation Commission Taskforce
https://archives2026.files.wordpress.com/2022/02/reconciliationframeworkreport_en.pdf

SNAC *Proposed Policy: Editorial Guide for Indigenous Entity Descriptions in SNAC*
<https://portal.snaccooperative.org/node/595>

Preservation

CCI *Making Protective Enclosures for Books and Paper Artifacts*

<https://www.canada.ca/en/conservation-institute/services/conservation-preservation-publications/canadian-conservation-institute-notes/protective-enclosures-books-paper.html>

University Products *Making ethafoam cavity mounts*

<https://www.universityproducts.com/video-making-ethafoam-cavity-mounts>

CCI *How to Make and Use Precipitated Calcium Carbonate Silver Polish*

<https://www.canada.ca/en/conservation-institute/services/conservation-preservation-publications/canadian-conservation-institute-notes/video-make-calcium-carbonate-silver-polish.html>

Bug Finder Utility <https://www.insectidentification.org/bugfinder-start.php>

Museumpests.net <https://museumpests.net/>

University Products *Conservation Framing*

<https://www.universityproducts.com/conservation-framing>

Minnesota Historical Society *How to Make a Padded Hanger* <https://youtu.be/8WD-kk-mxvs>

Description

University of California *UC Guidelines for Born-Digital Description*

<https://escholarship.org/uc/item/9cg222jc>

SNAC *Self-guided Training Materials* <https://portal.snaccooperative.org/node/366>

Motion Picture Film

Medium Identifying common motion picture film gauges <https://medium.com/pfclean-blog/identifying-common-motion-picture-film-gauges-part-1-c1c92229b663>

Connecting to Collections Care *Webinar 4, Introduction to Film Preservation*

<https://www.connectingtocollections.org/av/>

National Film Preservation Foundation *The Film Preservation Guide*

<https://www.filmpreservation.org/preservation-basics/the-film-preservation-guide-download>

Audiovisual

AV Compass <http://www.avcompass.bavc.org/>

Ashley Blewer <https://ashleyblewer.com/>

NEDCC *Fundamentals of AV Preservation* <https://www.nedcc.org/fundamentals-of-av-preservation-textbook/chapter1-care-and-handling-of-audiovisual-collections>

Texas Commission on the Arts *Videotape Identification and Assessment Guide*

<https://www.arts.texas.gov/wp-content/uploads/2012/04/video.pdf>

AV Artifact Atlas <https://www.avartifactatlas.com/>

Video Preservation Website *Video Format Identification Guide*

https://cool.culturalheritage.org/videopreservation/vid_id/index.html

AMIA *From a Distance: Hands On Introduction to Videotape Capture Station Setup*

<https://vimeo.com/ondemand/295971>

Software for digitization:

Otter.ai (transcription) <https://otter.ai/signin>

Exact Audio Copy <https://www.exactaudiocopy.de/>

Handbrake <https://handbrake.fr/>

Fotostation guides <https://learn.fotoware.com/FotoStation>

Software for digital preservation

FIXITY PRO <http://bit.ly/3EoMDUk>

JAVA 8 <https://bit.ly/3hDXTkz>

DATA ACCESSIONER v 1_1 zip file <https://bit.ly/3xIbnBo>

METADATA TRANSFORMER v 1.1 <https://bit.ly/3wRxdRT>

BAGGER <https://bit.ly/3xOdvaY>

TERACOPY <https://bit.ly/3z1umah>

DROID <https://bit.ly/3AZdLFQ>

DARING FIREBALL (text to HTML conversion tool)

<https://daringfireball.net/projects/markdown/>

CONIFER (web archiving) <https://conifer.rhizome.org/>

FTK IMAGER <https://www.exterro.com/ftk-imager>

BIT CURATOR <https://github.com/BitCurator/bitcurator-distro/wiki/Releases>

VERA PDF <https://verapdf.org/>

FILE VIEWER LITE <https://windowsfileviewer.com/download>

OPEN REFINE <https://openrefine.org/>

Digital Preservation

Scholars Portal *Handling Digital Archives Before Ingest*

<https://learn.scholarsportal.info/all-guides/handling-digital-archives/>

Digital Preservation Coalition *Novice to Know-How*

<https://www.dpconline.org/digipres/train-your-staff/n2kh-online-training>

OCLC *Digital Stewardship Training for Tribal Archives, Libraries, Museums, and Small*

Public Libraries [https://www.webjunction.org/news/webjunction/digital-stewardship-](https://www.webjunction.org/news/webjunction/digital-stewardship-training-)

[training-](https://www.webjunction.org/news/webjunction/digital-stewardship-training-)

[courses.html?utm_source=SFMC&utm_medium=email&utm_content=February+1+2023](https://www.webjunction.org/news/webjunction/digital-stewardship-training-courses.html?utm_source=SFMC&utm_medium=email&utm_content=February+1+2023)

[+Crossroads&utm_campaign=&utm_term=WebJunction%20Crossroads](https://www.webjunction.org/news/webjunction/digital-stewardship-training-courses.html?utm_source=SFMC&utm_medium=email&utm_content=February+1+2023)

Digital POWRR (four videos): <https://digitalpowrr.niu.edu/digital-preservation->

[101/digital-powrr-webinar/](https://digitalpowrr.niu.edu/digital-preservation-101/digital-powrr-webinar/)

CCA Digital Archives Processing Manual <https://github.com/CCA-Public/digital-archives-manual>

AMIA Open workflows <https://github.com/amiaopensource/open-workflows>

Digital Preservation Coalition *Executive Guide on Digital Preservation*
<https://bit.ly/3jsUlzI>

Digital Preservation Coalition *Digital Preservation Business Case Toolkit*
<https://bit.ly/3juf8mm>

Digital Preservation Coalition *Decision Tree* <https://bit.ly/3hSBWfd>

OCLC *Walk This Way: Detailed Steps for Transferring Born-Digital Content from Media You Can Read In-house* <https://bit.ly/2YTPHmz>

CLIR *Born Digital: Guidance for Donors, Dealers, and Archival Repositories*
<https://bit.ly/32KshRD>

CLIR *The Future of Email Archives* <https://bit.ly/31KSWyq>

OCLC *Descriptive Metadata for Web Archiving: Review of Harvesting Tools*
<https://bit.ly/3IH2fHJ>

OCLC *Descriptive Metadata for Web Archiving: Recommendations of the OCLC Research Library Partnership Web Archiving Metadata Working Group* <https://bit.ly/2YYumZc>

Community Owned Preservation Tools Registry <http://bit.ly/3twqV8O>

Video guides to using COPTR

https://coptr.digipres.org/index.php/Video_guides_to_using_COPTR

Copyright

University of Alberta *Canadian Copyright Term and Public Domain Flow Chart*

<https://bit.ly/3emVTLw>

CARL/ABRC *Frequently asked questions about term extensions for authored works*

<https://www.carl-abrc.ca/influencing-policy/copyright/faq-term-extension-for-authored-works/>

Creative Commons *Choose a license* <https://creativecommons.org/choose/>

Accessibility

Scholars Portal *Getting Started with Web Accessibility* <http://bit.ly/3Tx5mBA>

Adobe *Create and verify PDF accessibility*

<https://helpx.adobe.com/ca/acrobat/using/create-verify-pdf-accessibility.html>

UK Government *Planning, creating and publishing accessible social media campaigns*

<https://gcs.civilservice.gov.uk/guidance/digital-communication/planning-creating-and-publishing-accessible-social-media-campaigns/>

University of Melbourne *Testing Web Pages with NVDA*

<https://www.unimelb.edu.au/accessibility/tools/testing-web-pages-with-nvda>

Metadata

Library of Congress *Library of Congress Subject Headings Online Training*

<https://www.loc.gov/catworkshop/lcsh/>

Dublin Core Metadata Element Set: <https://www.dublincore.org/specifications/dublin-core/dces/>

DCMI Type Vocabulary: <https://www.dublincore.org/specifications/dublin-core/dcmi-type-vocabulary/>

University of Minnesota *Standards for Digital Collections* (with Seeing Standards chart)

<https://minitex.umn.edu/services/digital-initiatives-metadata/standards-digital-collections>

Library of Congress *Standards* <https://www.loc.gov/librarians/standards/>

Society of American Archivists, *Controlled Vocabularies in Practice: Reparative Description* <https://youtu.be/4T06PpQRMpw>

Records management

University of Toronto Certified Records Analyst (fee-based)

<https://learn.utoronto.ca/programs-courses/certificates/records-information-management>

ARMA Essentials of RIM Certificate (fee-based)

<https://www.arma.org/page/EssentialsOfRIM>

Social Networks and Archival Context

About SNAC <https://portal.snaccooperative.org/about>

SNAC School Calendar <https://portal.snaccooperative.org/node/521>

Core training courses

There are many excellent one hour webinars here on a wide variety of archival administration and processing topics. These Lunch and Learn webinars are supported by our archives.

Society of American Archivists -Archivists of Religious Collections Section

<https://www.youtube.com/channel/UCpWzzChIhR-8O7CrKmiL2rw/videos>