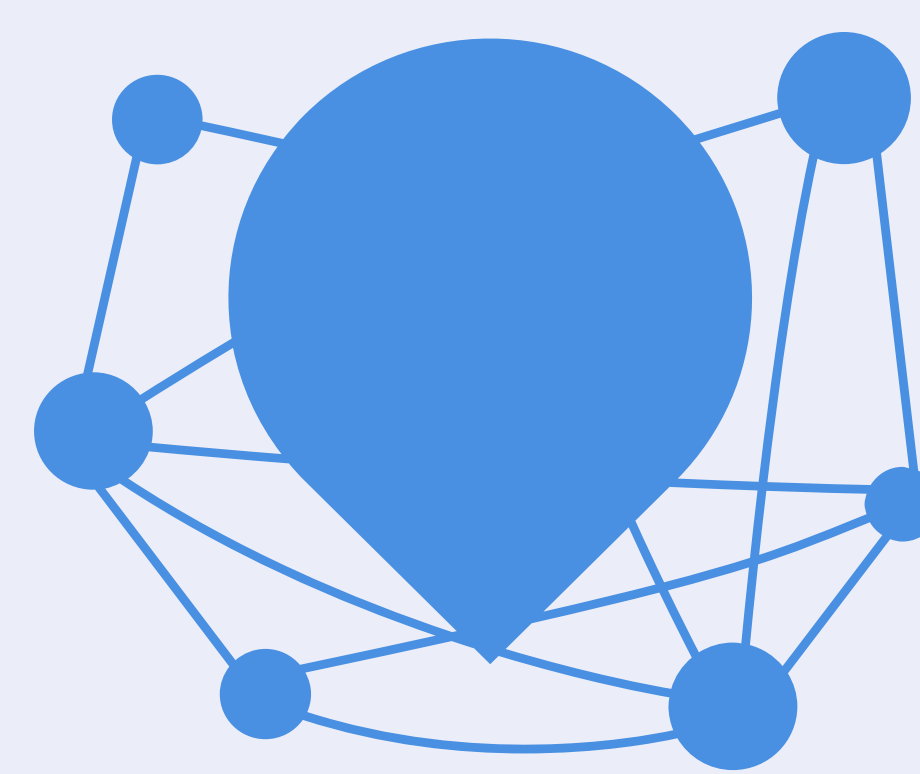
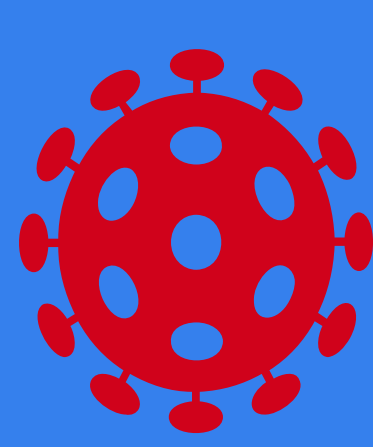




#DOCUMENTINGCOVID19



TIPS FOR ARCHIVISTS



Archives have always been at the service of society preserving the documentary heritage of the past, but we can also prove our value as institutions of trust for the people in order to build jointly the documentary heritage of the future.

Define the basic lines



- 🎯 Get some advice from archives that have already done previous projects of **#ArxivemelMoment**.
- 🎯 Define the file formats, geographical area and temporal scope of the material you will accept.  
- 🎯 Make sure you have enough structure (server access, storage capacity, etc.) for the initial transfers.
- 🎯 Propose to your institution the design of a specific electronic transfer procedure.
- 🎯 Think about capturing directly from social platforms, but remember:
 - You need previous expertise and specific tools (Twarc, Webrecorder, SocialFeedManager).
 - Choose HT or tags that help to segment the capture.
 - Set a basic code of ethics for the collection and use of information.
- 🎯 Design the phases and needs of a complete archival project (transfer, treatment, social return).

Open your archive to all citizens

Prepare outreach materials adapted to different communication channels.



Integrate the transfer procedure into the electronic site of your institution, so as to facilitate:

- The consistent collection of basic metadata
- A single access point to all citizens

If that is not possible, enable an email address to:

- Receive records directly
- Use free file sharing services

Seek proactively the transfer of relevant materials from:

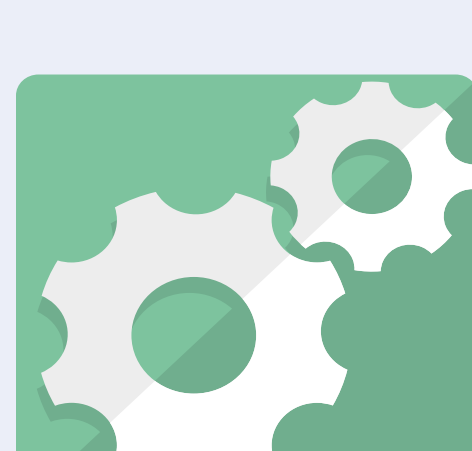
- Groups especially involved in the management of this crisis
- Groups or places traditionally underrepresented in your archive

Take this opportunity to make community in your area, as this will enhance the dynamics of future collaborations.



Get ready for a participatory treatment

- ☁ Remember that these records are not created by an organic provenance but a social one.
- ☁ So, you have to integrate citizenship in the archival treatment (think, for example, of evaluation and how you will avoid excessive redundancy).
- ☁ Propose the use of free web platforms (Omeka, Mukurtu) to facilitate the arrangement.
- ☁ Prepare a program of workshops and talks for the end of the confinement:
 - ➡ Organize them by geographical areas, sectors or social agents, age groups, etc.
 - ➡ Explain, first, the professional criteria so you can later determine the relevance of one or other records jointly.
 - ➡ Co-design ways to disseminate and reuse the resulting material.



The AAC is with you!

