

Community Driven Archives (CDA) Initiative

CDA Escuelita for Young Archivists 101: Presentation notes for class visit #1

Overview and Purpose

- To introduce students in grades 1-5 how to be student archivists, community archivists, and keep their memories and stories safe and preserved.
- To let students know they are the future and the future of archives.
- To encourage students to be memory keepers and know their stories matter, especially those of BIPOC students and those in underrepresented groups.
- To center BIPOC and LGBTQ+ knowledge and history in schools, regarding archives work.

If you're a **professional archivist**, edit the necessary slides with your information. What do you preserve? Why? What collections or information will speak to young archivists?

Building relationships with youth from historically marginalized communities will take time, trust, and a real commitment from your institution to empower students who are ready to share and preserve their stories.

If you're a **community archivist**, please edit slides as needed. How has your community been documented in local history? Why should young students preserve?

Slide 1 Introduction (1-2 Minutes)

Welcome students and introduce yourself!

Start workshop by introducing the title of the presentation "CDA Escuelita for Young Archivists."

Slide 2 CDA Escuelita (2-3 Minutes)

The CDA Escuelita, or “Little School,” is a program created by the **Community-Driven Archives (CDA) Initiative**, which teaches students about archives and so they know they are the future, and the future of archives as well!

Expand: The **Community-Driven Archives (CDA) Initiative** is a part of the **Arizona State University (ASU) Library** and is actively working with underrepresented communities in Arizona to empower them to preserve their history and be community archivists.

Slide 3 What are archives? (2 Minutes)

- An **archive** is a collection of special things that tell your story.
- Some libraries, like ASU Library, take care of archives for future generations to learn about the past.
- An **archive** is like a time capsule and active space where past and present come together, and preserves (keeps safe) the history of several generations.

Note: If an archive kit or and/or archive box is on hand, show the physical example of the archive.

Slide 4 What is an Archivist? (3-4 Minutes)

Explain what an archivist is. Share the following definition:

- An **archivist** is someone who protects archives and helps people learn about history.
- You can be an archivist!

Expand on photo: You can learn to be an archivist at any age. Let’s see if we know anyone who is on their way to being an archivist.

- Encourage students to share who the memory keeper is in their family/community.
Who keeps photos? Who keeps things safe?

Slide 5 What is a Community Archivist? (2-3 Minutes)

- A community archivist is someone from any community that also keeps their archives safe and helps people learn about history.
- You can also be a community archivist!

Photo: “Irma Payan is a community archivist. She now teaches others how to keep their archives safe and that their history is important.” **Expand:** Irma was a community member who attended a CDA Archives 101 Event and went on to become a community archivist in Phoenix. She loves to preserve community history, especially in the Chicano/Latino community, including oral histories (storytelling).

Slide 6 Archive Supplies (2-3 Minutes)

Discuss the graphic: What is in an archive kit and what are the necessary archive supplies that are professionally used? **Archive box, mylar, acid-free folders, gloves, photos or documents, and photographs.**

Note: If the archive kits/supplies are on hand, hold up each item and show how they work.

Expand: Professional archivists and repositories (where archives are kept) use archival supplies like **archive boxes** to put items in and keep them safe. Archivists store photos in **mylar** also known as plastic. **Photos and mylar** come in different sizes (5 x 7, 8 x 10, or oversize). Make sure to use **gloves** to protect photos from dirt and the natural oils on your hands. Gloves are not needed when working with fragile documents and books. Remember to not eat or drink near photos and documents.

Photo: CDA had Loteria cards that have archive supplies on them. “Las Carpetas” – the folders, “Las Cajas” – the boxes, “Los Guantes” – the gloves.

Slide 7 What can go in your archive? (3 Minutes)

- Most archives have photos, documents, and objects.
- **Ask class:** Do you have photos, artwork, or a favorite toy? **Expand:** Why would these things go in your archive? Why is it special to keep these things safe?

- Discuss the picture: You can put so many things in your archive! Here, a community archivist sees that you can put a medal, a letter, and old family photos in an archive. **Expand:** Here a community member looks at old photos, cards, medals, and documents. Notice she wears her gloves to handle the delicate material in the archive.

Slide 8 What is in OUR Archives? (3 Minutes)

Let's share about what in our archives is telling our stories and history. **Example:** Have an archive kit on hand and pull out your own archives. If not, take a photo of what is in your personal archive and explain the items and importance.

Photo: Remember that your items are important! No matter how big or small they are! **Expand:** As kid archivists, your artistic creations, books, and letters and writing, are just a few things to put in your kit.

Slide 9 Activity 1: Write a Letter (10-15 Minutes)

Write a short letter to yourself:

(today's date)

Dear (your name),

Your memories are important. You are important.

Note: You may add more to this letter if you want!

Put your letter in an envelope, do not seal it.

Expand: Why is it important to keep what we write? Why should we look back at this letter to ourselves in years to come? What else do you want to remember to say to yourself as you get older?

- **Archiving activity:** If the students have been provided archive kits, guide them through the process of putting their letter in mylar and then into folder, to be placed in their kit.

Slide 10 Activity 2: Kid Archivist Booklet (10-15 Minutes)

- Put your name on the front of your booklet.
- Work on the page of your kid archivist booklet which asks you to draw your family.
- If there is time, you may work on the following pages.

Note: Students may learn by example, so if there is a whiteboard or something to draw on, draw family along with them.

*Please note that Activity 2 is optional and may be used if there is time for a longer workshop or students have finished their letters quickly and can move onto the next activity.

The small discussions and activities with students throughout this workshop will help **create a safe space for students**. Asking questions, promoting creativity, and listening to student stories, can help establish trust.

Community archivists are experts who need to uplift personal stories and collective memory as well as promote self- reflection and solidarity.

The average length of this workshop is **1 hour**. If the activities take up more time, the workshop can be extended to **1.5 hours**.