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Chicago Open Archives:

Brainstorming Session

Agenda

- ❖ Theme Discussion
 - ❖ COA Examples
 - ❖ Questions, Answers
 - ❖ Brainstorming
 - ❖ COA Planning
-

Chicago Archives



Celebrating Illinois History

**October
2018**

#IllinoisProud

Find events in and around Chicago at
chicagoarchivists.org/coa

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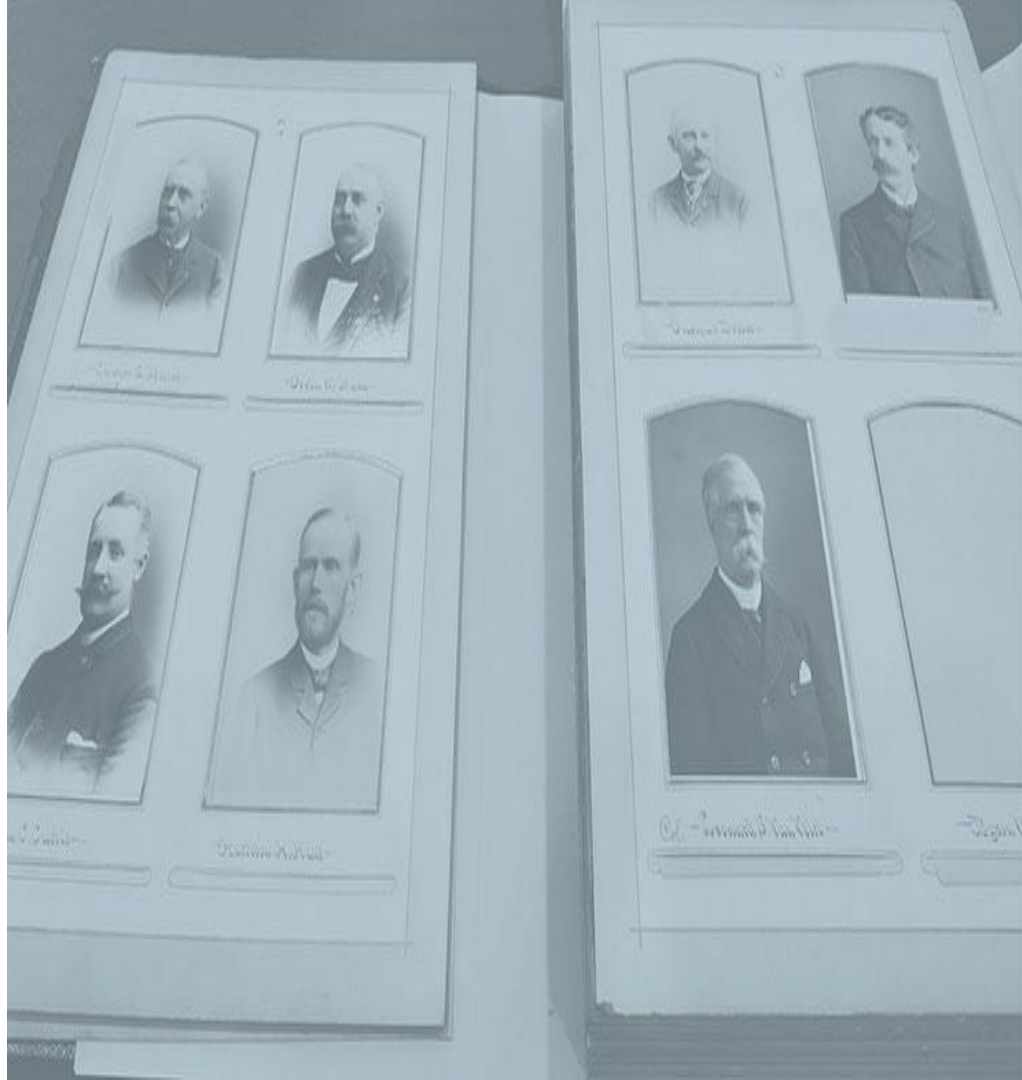
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COA Theme

Amber Dushman, COA Chair

Illinois' Bicentennial

IL State Library's Bicentennial
efforts + joint Library & State
Archive projects
Andy Bullen, IL State Library



A COA Example

Virginia Jung, OSB

Benedictine Sisters of Chicago

Questions & Answers

Chicago Open Archives (COA) FAQs

What is Archives Month?

Archives month is an annual, month-long observance of the agencies and people responsible for maintaining and making available the archival and historical records of our nation, state, communities, and people. The events are a celebration of the work that we and our organizations do, but it is also a time to raise public awareness.

What is Chicago Open Archives?

Chicago Open Archives is a month-long opportunity for members of the public to learn more about the history and cultural heritage of our city, state, and world through the collections of institutions through the Chicagoland area. This event is a great opportunity to showcase your collections to a wider audience than is usually possible.

Chicago Open Archives (COA) FAQs

Why participate in COA?

Your participation is important because increased public awareness of historical records translates into increases support of archives. Archives Month and other outreach efforts help the public and resources allocators such as administrators, trustees, commissioners, and legislators, understand and appreciate that historical records have value for both an understanding of the past and a contribution to the present.

How can I participate in COA?

COA recognizes the wide variety of archival institutions in the Chicago area, and we welcome all to participate. Here are a few suggestions.

Chicago Open Archives (COA) FAQs

Event Suggestions

- Exhibits
- Tours
- Family heritage day
- Workshops
- Local history presentations
- Archives “Road Show”
- Photo days
- The lost art of letter writing
- Scavenger hunt
- Campus History
- Essay or art contest
- Dress up party
- Wikipedia Edit-a-Thon
- Lecture
- Pop Up Event
- Awards and recognitions
- Oral histories

COA Dates

Host Site Registration Deadline #1 --Friday August 17

COA Calendar and promotion begins Tuesday, September 4

Host Site Registration Deadline #2-- Friday, September 7

COA Media Makers Event

COA runs October 1 through October 31

Brainstorming Session

- ❖ Andrew Bullen (Pullman) walking tour or exhibit on Pullman librarian
- ❖ Morgen MacIntosh Hodgetts (DePaul University) Young Lords exhibit and/or walking tour and/or parents' weekend event
- ❖ Michelle Puetz (Chicago Film Archives) family home movie day
- ❖ Julie Yost (Rebuild Foundation)—Black Panthers exhibit
- ❖ Amber Dushman (American Medical Association) - lecture
- ❖ Virginia Jung, O.S.B (Benedictine Sisters) – World's Colombian Exhibition exhibition+
- ❖ Hathaway Hester (National Association REALTORS) history of architecture or fair housing act 50th anniversary panel discussion
- ❖ Raquel Flores-Clemons (Chicago State University) - library renaming, exhibit, panel

COA Planning

COA has adapted this list from North Carolina Archives Month and the Wisconsin Sesquicentennial Commission and Georgia Archives Week.

COA Planning Checklist--the Basics

- What is the goal of the event?
- Who is our target audience?
- How much money do we need and how will we get it?
- Who will be in charge of this project?
- Who can I (we) ask to assist me (us) with this project?
- Are there any safety or security issues to address?

COA Planning Checklist--General

- Finalize the Budget
- Finalize the time and date
- Book the site and confirm!
- Are refreshments going to be offered? Make arrangements, if needed
- Finalize insurance and legal matters
- Safety and security measures have been determined

COA Planning Checklist--Site Preparation

- Prepare a timeline of activities
- Create a map or prepare directions of the site
- Do attendees know where to park or how to get there?
- Check power outlets and power cords
- What are the AV needs? Do a check!
- Is the thermostat set to an appropriate temperature?
- Is there adequate seating?
- Are there adequate signs so people will be able to find the event?
- Are security and safety measures taken into account?

COA Planning Checklist--Publicity

- Is registration open?
- Is the registration accurate (date, time, location, map/directions, RSVP, deadline, etc.)?
- Has registration been disseminated?
- Has the poster been posted?
- Do you have a social media plan in place?
- Are you reaching out to news outlets? If so, create a plan.
- Do you have brochures, fliers, etc. prepared to distribute to attendees?

COA Social Media

COA Social Media

Twitter: [@ChicagoArchvsts](https://twitter.com/ChicagoArchvsts)

Facebook: [@chicagoarchivists](https://www.facebook.com/chicagoarchivists)

Illinois Bicentennial Hashtag:
[#IllinoisProud](https://twitter.com/hashtag/IllinoisProud)

Social Media Suggestions

- ❖ Post photos or documents from your collection to your Facebook page and ask for viewers to provide captions or guess the subject.
- ❖ Request patrons send in stories of their research or discoveries at the archive and share them on your blog and Facebook page
- ❖ Tweet a fact or quote from archival materials each day
- ❖ Tweet hints on caring for records and photographs at home
- ❖ Arrange for researchers, donors, or other individuals closely tied to your collections to write a quest post for your blog
- ❖ Host an “Ask an Archivist” or “Ask an Historian” live chat

More Social Media Suggestions!

- ❖ Host a crowdsourcing event that encourages patrons to submit information for photos or other records that don't have much metadata or transcribe documents (such as handwritten letters)
- ❖ Create and post tutorials for using your resources on YouTube
- ❖ Use image generators or picture mashups to create unique images for your archive using current photos and old photos, etc.
- ❖ Create a survey using Survey monkey or another site that allows you to collect data about your patrons or create a “fun” survey based on your collections and report the results at the end of the month
- ❖ Create a HistoryPin channel with your scans of your archival holdings to share and promote your collection

Resources

[Society of American Archivists Archives Month](#)

[North Carolina's Archives Month Planning Guide](#)

[Wisconsin Archives Month Toolkit](#)

Contact

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Complete set available at

<http://www.chicagoarchivists.org/page-1734977>

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