

WORKSHOP

9 AM - 5 PM

PERFORMING THE ARCHIVES

WP1

ACTiF ANR

FEBRUARY 7

2025

ROOM A217

Campus Lettres et
Sciences Humaines
Nancy



PROGRAM: PERFORMING THE ARCHIVES

ANR "ACTiF": WP1

9h15 Welcome

9h45 John S. Bak and Samuel Lhuillery (Co-responsables, WP1, ACTiF)

ARCHIVES AND FINDING AIDS

10h15 Laying the groundwork: Where to find your archive and how to use the online Finding Aids to prepare your visit in advance

10h30 On-site: Navigating your way through the archives

11h00 **Coffee Break**

TREATING YOUR ARCHIVAL DATA

11h20 Scanning, labeling, and classifying your files

11h50 Adding Dublin Core metadata for future use

12h30 **Lunch (room A332)**

HANDS-ON ARCHIVAL PRACTICE

14h30 Work station 1: Document your archive; create Excel file of contents

15h00 Work station 2: Photograph/Scan your archive

15h30 Work station 3: Create OCR PDFs through Adobe Pro/ABBYY and/or Tropy

16h00 Work station 4: Label your archive; create your classification tree

16h30 Work station 5: Supply metadata for each photo/scan

17h00 Closing comments and observations

Cocktail Reception

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