# **Curating Community Digital Collections Program Logistics: Description of Contents**

The zip drive directory structure and files are described below. Folder contents include contextual information, and examples and templates that could be modified by other organizations to build and launch a program like Curating Community Digital Collections (CCDC).

(1) Grant Program Documentation*This folder contains the program summary narrative and timeline from our IMLS grant proposal, a more detailed annual program timeline for 2018, our program “core values” document and two progress reports submitted to IMLS.*

* *Grant Narrative*: Describes the program, goals and activities.
* *Schedule of Completion*: Two-year timeline with key activities delineated each month.
* *Program Design and Implementation*: How we designed and implemented this program, including lessons learned. \*
* *Program Timeline*: Year One (2018) timeline with key activities and due dates.
* *Core Values*: Fundamental principles and expectations for all CCDC program participants.
* *Year One Report (IMLS)*: Interim Performance Report to IMLS (2018).
* *Year Two Report (IMLS):* Interim Performance Report to IMLS (2019).

(2) Application Process*This folder contains communications and documents used to facilitate the program application process for students and host sites, and general expectations for key participants – students, host site supervisors and mentors.*

## Host Sites

* *Outreach Email:* Template text for announcing program to potential host sites.
* *Sample Host Site Application*: Application process created using Google Forms. Sample application from accepted applicant.
* *Acceptance Email*: Template text for informing selected host sites.
* *Host Site Supervisor Expectations*: General expectations for participating host sites.

## Students

* *Application Process*: Describes application process for potential student participants.
* *Application Flyer*: Describes application process for potential student participants.
* *Interview Questions*: Sample interview questions for student applicants.
* *Acceptance Emails*: Template text for informing selected students.
* *Outreach Emails to Information Schools’ Graduate Programs:* Describes program and application process for information school staff.
* *Student Expectations*: General expectations for participating students.

## Mentors

* *Mentor Expectations*: General expectations for participating mentors.

(3) Summer Program Preparation*This folder contains materials and communications created to prepare for the CCDC Immersion Workshop. This does not include the Workshop curriculum which is available here [link to curriculum].*

* *Spring Host Site Visit Questionnaire*: Administered mid-summer, in preparation for program coordinator’s site visit to selected host sites. Used to facilitate summer project planning and Immersion Workshop curriculum development.
* *Graduate Student Program Requirements*: Information shared with program participants, to better understand selected students’ academic requirements associated with their CCDC summer fieldwork experiences.
* *Pre-Workshop Email (1):* Outreach to participants including workshop preparation and details.
* *Pre-Workshop Email (2):* Outreach to participants including workshop preparation and details.
* *Pre-Workshop Readings*: Suggested readings and “homework” to prepare participants for the CCDC Immersion Workshop.
* *Workshop Event Registration*: Google Form to gather information from workshop participants including dietary requirements, accessibility requirements, arrival and departure dates/times, and technology needs (e.g. laptop, etc.).
* *Workshop Tips*: Tips for putting on an effective workshop including planning checklist and lessons learned.
* *CCDC Immersion Workshop Agenda*: Agenda for three-day workshop to prepare participants to complete their digital preservation projects.
* *Google Suite*: Tips for using Google Suite (Docs, Sheets) as a shared work and project management environment for CCDC.

(4) Summer Program*This folder contains schedules, checklists and communications to support the summer program including the end-of-summer virtual capstone meeting materials and selected resources created by our students for their individual host sites and projects.*

* *Summer Schedule*: Target timeline and detailed checklist for students. Used by students, host sites and mentors to track work throughout the summer.
* *Mentor Check-in Checklist*: Schedule for mentors that delineates specific topics and benchmarks to discuss with students during three required summer check-in meetings.
* *Summer Site Visit Agenda*: Template agenda for mid-summer site visits by program coordinator to host sites.
* *Program Wrap-up Email:* Final summer email to program participants.

Virtual Capstone

* Agenda for end-of-summer virtual capstone event.
* Virtual Capstone (2018): 2018 Virtual Capstone meeting slide deck.
* Virtual Capstone (2019): 2019 Virtual Capstone meeting slide deck.

(5) Outreach*This folder contains materials and information created to communicate and promote the program including logos, infographics, blog posts, selected conference or meeting presentations, and case studies.*

* *CCDC logos (2):* Example of logos created for the CCDC program.
* *Points of Pride Infographic*: Infographic presenting program accomplishments in year one.
* *Summer blog posts*: Blog posts written through the summer by student and host site supervisors. Accessible on the CCDC web site. <https://recollectionwisconsin.org/category/ccdc>
* *PR Template*: Press Release template for host sites to share their participation in CCDC.
* *Case Study Template*: Template used to create CCDC program participants case study.
* *Barron County Historical Society Case Study (2018):* Sample case study from CCDC participant.

Presentations
A selection of presentations about CCDC, delivered during the grant period.

* *NEDCC Symposium (2018):* Slide deck. Presentation introducing CCDC.
* *Wisconsin Library Association (2018):* Slide deck. Presentation introducing CCDC.
* *DPLAFest 2019:* Slide deck. Presentation introducing CCDC and reviewing year one accomplishments and lessons learned.
* *WiLSWorldShorts (2019):* Slide deck. Advocating for digital preservation.

(6) Evaluations*This folder contains reports and survey results from various program assessment activities including a post-workshop survey of attendees and six-month and two-year post-program surveys of participants.*

* *Skills Inventory*: Used to measure program participants experience and skills related to digital preservation work. Administered twice - before and after the Immersion Workshop.
* *Post-workshop Participant Feedback (2018):* Created in Survey Monkey. Short survey completed by workshop participants to inform future events and programs.
* *Post-workshop Participant Feedback (2019):* Created in Survey Monkey. Short survey completed by workshop participants to inform future events and programs.
* *Six Month Survey (2018):* Created using Survey Monkey. Survey completed by CCDC participants (students and site supervisors) six months after completing their program.
* *Six Month Survey (2019):*Created using Survey Monkey. Survey completed by CCDC participants (students and site supervisors) six months after completing their program.
* *Two Year Survey (2020)*

## Acknowledgments

For more information, visit Curating Community Digital Collections: <https://recollectionwisconsin.org/digipres>

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