CREATE A CLASSROOM ARCHIVE PLAN

Goals

- By the end of this exercise, students should understand the considerations that archivists make when building and maintaining a collection.
- Students will mimic archival principles such as appraisal and documentation while utilizing objects found within their own classroom.

Use the following slides for your presentation

Related SOLs

- CE. A - selecting and synthesizing evidence from information sources including, but not limited to artifacts, primary/secondary sources, charts, graphs, and diagrams to understand civics and economics
- CE. C - developing questions, enhancing curiosity, and engaging in critical thinking and analysis
- CE The student will apply history and social science skills to the content by engaging and communicating as civil and informed individuals with different perspectives
- **CE.14 -** The student will apply history and social science skills to explain career opportunities
- CE.14 H researching jobs and careers in the public and private sector and understanding the pathways to various careers.

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CREATE A CLASSROOM ARCHIVE: STUDENT ACTIVITY

Created By: The Fairfax County Judicial Learning Center



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What is an archive?

- **Archives** are established to collect and preserve historic materials, based on why the archive was created.
- **Example**: The Fairfax Circuit Court Historic Records Center is an archive that focuses on preserving pre-1913 court records.
- These materials are usually primary sources**. Primary sources** are original records (such a diary) reflecting direct experience of a person from a time period being studied.
- Primary sources are different then secondary sources. Secondary sources are typically created later and talk about the past by summarizing information found in primary sources (Example: textbook).
- Universities, government, religious organizations, historical societies, and corporations may have an archive.



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How are archives and libraries different?

- Items are often unique or rare in some way.
- Books/documents **cannot** be checked out.
- Only pencils or laptops are allowed for note taking.
- There is no drinking or eating in an archive.
- Visitors may have to pay for copies.
- Taking photos may not be allowed. If photos are allowed, it is usually allowed only without the flash.
- Typically, visitors look at one book or one folder of loose items at a time.



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What is an archivist?

- Most archivists have both a bachelors and masters degree or professional training in library & information sciences or related fields such as history.
- Archivists preserve, manage, and organize historic records.
- Archivist make records accessible and focus on preserving records for as long as possible.



Historic Record Center staff 2025

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Create a classroom archive

- Institutions establish archives to collect, preserve, and share certain materials based on why the archives was created.
- **As a class:** What are some unique items, projects or materials that collectively reflect the progression, goals, and personality of the class throughout the school year. 10-20 items.
- **In Groups:** Discuss no more than three of the items chosen, answering the questions on the next slide.

10-20 minute activity







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Consider for each item:

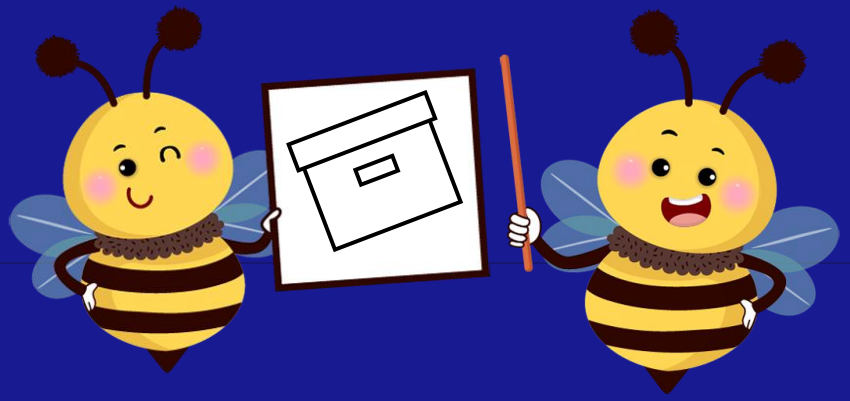
Recommended: write your answers down

1. How was the item created?
2. How did you get the item?
3. When was it made?
4. Who made the item?
5. Who was the item made for?
6. How would you describe the item?
7. Why is the item important?
8. Would you share this item with others? Why or why not?
9. If you did share it, how would you share it?
10. How would you preserve the item to make sure you could look at it again?
11. Is there something you don't know? How would you find out more?

10-20 minute activity

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Presentations



- Groups present their items

- After presentations: collectively choose no more than 5 presented items. Reflecting and discussing why they should be included.

- This simulates the archival practice of “appraisal.” The process of appraisal allows archivists to determine what will be included or excluded from a specific archive.

10-20 minute activity

Displaying the items

- As a class, choose how you will display each item that is to be included within your classroom archive.

Options:

- 1. Display the items around the room themselves with their labels.
- 2. Make a dedicated space to store the items.
- 3. Display the students' drawings around the room instead of the objects themselves.

As time allows.

EXIT TICKET

1. **What is an archive?**
   - An archive is the same as a library
   - An archive is an outside space
   - An archive is a collection of primary sources

2. **What kind of training do archivists need?**
   - HS diploma
   - College education and/or professional experience
   - No training

3. **What is a primary source?**
   - Accounts or records (such a diary) reflecting direct experience of something
   - A fictional book
   - A summary of how different people felt about an event