

INTRODUCTION

The College Archives & Special Collections (CASPC) staff has designed this learning module for Columbia College Chicago undergraduate students. Faculty who wish to add this module to their classes should contact CASPC staff as soon as possible to schedule class visits to the College Archives to view material and/or prepare customized activities and assignments.

Using this module, students will learn how to protect materials by minimizing chemical and physical deterioration and damage to minimize the loss of information and to extend the life of cultural property through non-invasive treatment. This module can also include discussion of digital standards, backup strategies, and migration to ensure long-term access to digital materials.

UNIVERSAL LEARNING OUTCOMES

This module will assist students in their pursuit of the following college mandated Universal Learning Outcomes:

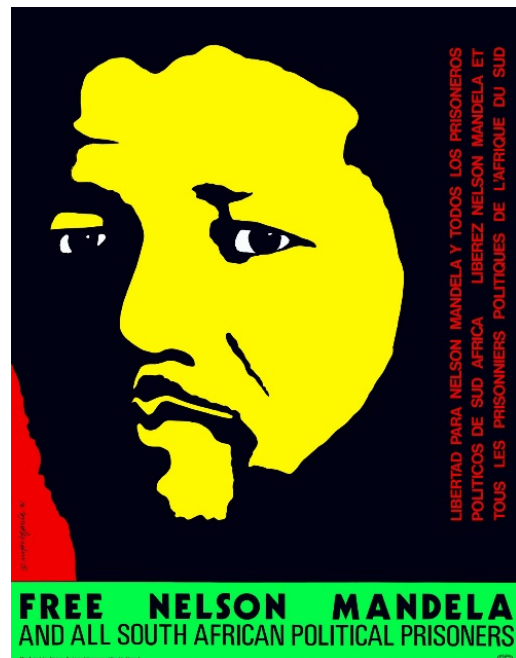
- Career Readiness
- Collaboration
- Communication
- Critical and Analytical Thinking
- Diversity and Global Fluency
- Ethics

SUGGESTED COLLECTIONS

The following CASPC collections are particularly well suited to illustrating the lessons of this learning module. This is not meant to be an exclusive list and if faculty prefer to work with an alternative collection, CASPC staff are willing to make such arrangements.

Chicago Anti-Apartheid Movement Collection: chronicles Chicago area activists' grassroots organizations' work in bringing an end to the apartheid system of government in Southern and South Africa. Assembled through the efforts of Dr. Lisa Brock, a faculty member of Columbia College Chicago and a seminal force in the local anti-apartheid movement, the collection highlights the grassroots organizations that formed to protest international issues of apartheid and how they operated to reach a common goal. The collection holds organizational and personal records, brochures, ephemera, books, serials, and objects.

http://digitalcommons.colum.edu/cadc_caam/



Above: Digitally restored "Free Nelson Mandela" poster from the Chicago Anti-Apartheid Movement Collection

Left: Posters from the Chicago Anti-Apartheid Movement Collection prepared for class activity

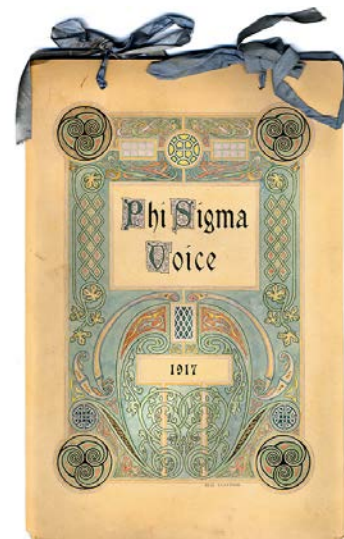
Center for Book and Paper Arts (now: Center for Book, Paper, and Print): The collection holds artist books created by students, faculty, staff, visiting artists, and residency artists; exhibition information; rare books; historic and current administrative files, papermaking samples, and audiovisual materials. There are two sections that have been, in part, organized for immediate research use:

Artist Books: http://digitalcommons.colum.edu/casc_fa/17/

Visiting Artists: Sheroanawe Hakihiiwe: http://digitalcommons.colum.edu/casc_fa/21/

Phi Sigma Collection: Phi Sigma is a social organization founded in 1878 in Chicago, Illinois. This group is dedicated to public speaking and is the second oldest, continuously running organization of its kind in Illinois. The collection honors Columbia College Chicago's early curricula in oratory arts and it speaks to Columbia's mission and curricula today. The collection strength of the Phi Sigma Manuscript Collection consists of writings created by members, including its annual unique publication *The Voice* and the collection holds writings, publications, meeting notes and minutes, and publicity material.

<http://digitalcommons.colum.edu/phisigma/>



Cover of the 1917 issue of "The Voice" From the Phi Sigma Collection

SAMPLE ACTIVITIES/ASSIGNMENTS

The following are suggested class activities/assignments that may be compatible with your class.

- Center for Book and Paper Arts collection: In a laboratory environment, examine papermaking samples, rare books, and/or artists' books made from a variety of media. Determine potential physical deterioration possibilities and critically analyze methods of preservation and conservation to extend shelf life.
- Phi Sigma collection: Compare and contrast physical photographs and documents to their digitized counterparts and make conclusions about how physical and digital preservation methods impact access to information.
- Chicago Anti-Apartheid Movement collection: Examine digitized posters and learn methods of file fixity and digital imaging to preservation standards and compare the original item to restored digital items.



OTHER RESOURCES

Other Available Resources: articles, handouts, pamphlets, and websites

- Pair this module with the Creative Process Module to teach students about various substrates and media involved in art making and how to preserve these materials.
- Pair this module with the Visual Literacy, Document Analysis, Research Skills, and/or Identifying Bias modules to enhance students' knowledge about preserving cultural heritage when analyzing primary resources.
- Pair this module with the Digital Exhibit Curation module to help students curate their exhibit responsibly by understanding digitization and digital preservation methods.

HOW TO PLAN A CLASS VISIT TO THE ARCHIVES

1. Fill out our brief form online at <http://bit.ly/2gC2QNe>
2. Once submitted, Archives staff will contact you to work out the details of your visit. Please keep in mind that we recommend two to four weeks' notice.

CONTACT US

Website: www.colum.edu/archives

E-mail: archives@colum.edu

Phone: (312) 369-7120

We may be able to make accommodations for faculty who teach classes outside our regular office hours. Contact us for more information.