Exploring the Fascinating World of Archives, for Your Use and Enjoyment

Course Outline

**Week 1**
- 30 Minute Intro: introducing ourselves, introducing what are archives? What are special collections?
- 30 Minutes Vault tour/OTTR.
- [15 Minute Break]
- 45 Minutes Archival Activity – What’s in a box?

**Week 2**
- 45 Minutes introduction to records management: Brief overview, examples of records management, and tips/tricks.
- [15 Minute Break]
- 1 Hour Rare Books Activity.

**Week 3**
- 1 Hour Oral History introduction
- [15 Minutes Break]
- 45 Minutes Oral History Activity.

**Week 4**
- 1 Hour Ottawa Resource Collection [OTTR] Activity #1.
- [15 Minute Break]
- 45 Minutes University Archival Activity

**Week 5**
- 1 Hour OTTR Activity #2.
- [15 Minute Break]
- 45 Minutes Archival Oddities!

**Week 6**
- 1 Hour Long Term Storage tour
- 30 Mini-Historic walking tour back to ML583.
- 30 Minutes Wrap-up of the course.