

A photograph of a workshop or meeting in progress. Several people are seated at white tables, looking towards the front of the room. In the background, there is a black table with a laptop, a large screen on a stand, and a whiteboard. The room has large windows and a carpeted floor.

# MKHA Archiving

Milton Keynes Heritage Association



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**All sessions in 2024 round have now been completed and we are looking for members wishing to undertake a further round in 2025**

1. Scoping your collection	Jan 2025
2. Handling & Storage	Feb
3. Cataloguing	Mar
4. Copyright & Legal	April
5. Digitisation & Back-up	May
6. Exhibiting & Display	Jun



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**Course comprises 6 x 2hr monthly sessions:**

- 2.00 - 4.00pm at The National Museum of Computing (at BP)
- Detailed course material slide presentation + Q&A
- Hot drinks and refreshment break
- Practical demonstration and/or exercise
- Distribution of technical hand-outs
- Pdf copy of slides
- Optional practical sessions at LAMK Training Hut at MK Museum on Wednesday afternoons between main sessions

# Course syllabus

## **1. Scoping your Collection**

**Jan 2025**

- What have you got and where is it?
- Preliminary handling advice
- Identify originals and 'at risk' items
- Location mapping

## **2. Care, Handling & Storage**

**Feb 2025**

- General tips and warnings!
- Handling, moving, stacking & positioning items
- Repackaging items for storing
- Photographic and AV items - special requirements

# Course syllabus

## **3. Cataloguing**

**Mar 2025**

- Cataloguing Levels and Structure
- Catalogue Spreadsheets / lists
- Creation of reference codes & marking items
- Introducing new material

## **4. Copyright & Legal**

**Apr 2025**

- Copyright Law (overview UK)
- Copyright Duration, Holders & Recommendations
- Responding to 'Cease and Desist' notifications
- Collecting policy – copyright transfer & ownership

# Course syllabus

## **5. Digitisation & Back-up**

**May 2025**

- Why digitise?
- In-house or outsourcing, costs and funding sources
- Master copies – resolution, file types and security
- Retrieval and Reproduction

## **6. Exhibition & display**

**Jun 2025**

- Why and What to exhibit
- Working with digital image files
- Seven steps to creating exhibitions
- Online presentation and displays



## Wednesday afternoon sessions at LAMK training hut at MK Museum – 2 - 4pm

Large 'share screen, display' (links up to 4 PCs / Laptops)

Own  
Laptops

Photographic  
copy stand x 1

A3/A4 Book  
scanner x1

Desktop PCs  
x 10 available

A3 Scanners x 1

A4 Transparency/  
slide scanners x2

A4 Scanners x 5