

# Archiving Basics for Community Groups: Resource List

## I. Resources for Managing Archives

### [Twin Cities Archives Roundtable](#)

- Local professional organization for archivists
- Sponsors annual archives symposium

### [Connecting to Collections](#)

- Organization for archives, museums and cultural heritage institutions
- Includes many recorded webinars

### [Society of American Archivists](#)

- Professional organization and publisher for archivists
- Includes mailing lists on various topics that can be joined without a membership. Lists available [here](#). (Click "Join/Leave | Subscribe to List" at the top of a section page to be added to an email discussion list.)

### [American Alliance of State and Local History Continuing Education](#)

- Membership organization for local history
- Includes paid webinars and in-depth classes

## II. Resources for Preservation

### [Northeast Document Conservation Center](#)

- Conservation laboratory in Massachusetts
- Includes resource guides on document storage, handling, conservation, and disaster planning

### [National Park Service Conserve-o-Grams](#)

- Reference leaflets created for National Park Service museum staff

### [Preservation Self-Assessment Program Collection ID Guide](#)

- University of Urbana-Champaign reference guide to material types
- Includes information on identifying and storing specific A/V and media formats

### [Image Permanence Institute](#)

- Rochester Institute of Technology center focused on image preservation
- Includes identification and storage resources: [Graphics Atlas](#) (photo prints), [FilmCare](#) (film), [DP3 Project](#) (digitally printed photos), and [Dew Point Calculator](#)

## III. Resources for Digitization

### [Minnesota Digital Library Best Practices for Digitization](#)

- Quick guide to digitization specifications for photographs and audio recordings
- Includes links to additional resources

#### IV. Example Archival Suppliers

Gaylord Archival  
[www.gaylord.com](http://www.gaylord.com)

Talas Paper  
[www.talasonline.com](http://www.talasonline.com)

University Products  
[www.universityproducts.com](http://www.universityproducts.com)

Hollinger Metal Edge  
[www.hollingermetaledge.com](http://www.hollingermetaledge.com)

Archival Products  
[www.archival.com](http://www.archival.com)