HANDBOOK

for using the Co-archiving Toolbox in the field

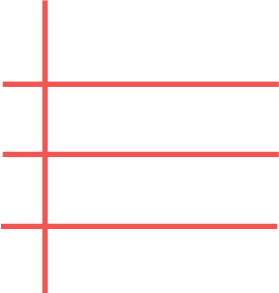The **Co-archiving Toolbox** is a method for increasing the diversity in public archives, and developed to be used by archivists and museum professionals who are interested in assuming a co-archiving facilitation approach by engaging the subjects (the "archived") in the shaping of archives. The box includes a set of co-archiving practices designed to invite unheard voices to share and document their experiences from their point of view and not through the lens of the "other", that is, those who gather the documentation, interview, filter, select and archive.

The Co-Archiving Toolbox concept, and the co-archiving practices are open source, Creative Commons licensed (CC BY 4.0). Instructions for how to build the physical toolbox, with all its materials and this handbook, are available to digitally download, reproduce and adjust according to needs and interests. All the open source material can be accessed at: https://www.instructables.com/id/The-Co-Archiving-Toolbox/.

Things to consider **before** using the co-archiving toolbox in the field.

Set the aim of the project, decide on a location for deployment of the toolbox and collect information of participants (in particular languages)

Customize toolbox to fit the particular setting (remove/add tools and translate materials)

Anchor project with management of the chosen location

Notes

Thing to consider **during** the co-archiving toolbox is used in the field. Two weeks recommended for collecting materials.

First meeting with participants

The setting should be nice, consider meeting over fika

Introduction of toolbox (aim, process, where will the material end up)

Introduction to each tool and use

Ethical guidelines

Signing letter of content

Week 1: Toolbox generates material

Midway check-in, refill tools.

Week 2: Toolbox generates material

Collect the toolbox and the generated materials. Have a session of evaluation and make arrangements for a concluding event.

Notes

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Things to consider **after** having used the co-archiving toolbox in the field.

Process generated content, organize, tag and archive

Plan dissemination

Concluding event for the participants with evaluation, exhibition, feedback

Notes