



CONNECTING TO COLLECTIONS

Care and Handling of Photographs

Workshop Set-up Logistics

You will need to work with the institution to arrange for the workshop location, date and time, and equipment needs. If a PowerPoint showing is part of your plans, make sure the room can be darkened as needed, that a screen or white wall is available, that seats and tables are suitable, and that there is adequate lighting.

You will need to bring with you any handouts or teaching aids that you will need, such as examples of storage sleeves, envelopes, folders, and boxes. You may wish to bring examples of photographic media such as a glass plate negative, 35mm negative, 35mm slide, silver gelatin print, albumen print, etc.; or, the institution may have examples that you can use. Some other tools you might wish to bring include #2 pencils, a jeweler's loupe and handheld magnifying glass, nitrile gloves, and archival supply catalogs.

When making a presentation, keep in mind some basic points of public speaking, such as standing, enunciating clearly, projecting your voice, being well-prepared, and starting and ending in a timely manner. Make sure your presentation is tailored to the audience you have: while you are an invited speaker, some in your audience may be uncomfortable with being spoken to on this topic, for a variety of reasons. Your presentation should be careful to avoid condescension, to be supportive of volunteer efforts, to note and to praise previous work, and to encourage the MentorCorps ideal of preserving and protecting Oregon's cultural heritage.