



# Designing a website for archives: Principles and Practice

To be held at  
The Territorial Archives of St. Martin

2<sup>nd</sup> – 5th June, 2015

*This four-day Workshop is part of a continuing training initiative sponsored by the Caribbean Archives Association's MIGAN (Memory of the Islands) Project, whose goal is to create a web portal with standardized access to regional collections of the CARBICA/MIGAN partners.*

*Over the past several years we have held a number of bi-lingual workshops focusing on ICA-AtoM software; ICA Descriptive Standards; as well as Imaging Practice. The training has been made available to all our members and of course to the MIGAN Partners.*

## Learning objectives :

At the end of this workshop, participants should be able to:

- Understand and use general concepts about the Internet and the World Wide Web
- Know the standards applicable to the mounting and exchange of archival data on the web
- Understand and make strategic choices (about structure, content and access) to create and manage a website dedicated to archives

## Scope and content:

Combining both theory and a hands-on approach, the Workshop will cover the following topics:

- why and how to design a website
- concepts of web architecture, Web 2.0 and linked data;
- legal & technical aspects;
- organizational need to sustain a website;
- putting finding aids and images online (in the framework of MIGAN);
- user-friendly presentation and navigation

**Outcomes:**

At the end of the session, participants will be required to pass an exam and will receive a continuing education certificate along with:

- copies of course material (slide presentations etc.)
- examples of terms of reference for a cultural website
- examples of best practice
- a “webography” of online professional sources

**Languages** : French / English

**Target audience** : Directors, managers charged with access and outreach ;  
reference archivists

**Pre-requisites for attendees:**

- Proficiency in archives and records management
- Familiarity with Internet browsing

*This workshop is sponsored by the European Union, the International Council on Archives, the Department of Culture of Guadeloupe and Martinique and the General Councils of Guadeloupe and Martinique. It is hosted by the Territorial Authority of French St Martin.*