



VIRAL

Understanding simple archive entries/collection registration

Process



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Process

Below you may find a step-by-step list and some advice on what to look for and pay attention to.

1- Research online

Access the digital platform of the Municipal Archive of Torres Novas (see link below) and type in the search box the keywords “Companhia Nacional de Fiação e Tecidos” or “Caldeirão”.

2- Choose archive entries

After the search, several entries about the chosen industry will appear. Choose three different entries, namely one paper (a deed or invoice, e.g.) or book, one letter and one photography.

3- Take a look at the archive and register

Write and save the information about the documents in the entries, like author or authors (if any), title, place, date, file reference, online link and other data that you consider relevant. Record this data on an excel sheet with the necessary columns. Add one to insert the document analysis, what can be called "critical analysis".

4- Document analysis

Read the document. If it is a text document, make a short summary of what you understand about it and explain the context in which it was produced; if a photograph, describe what you see and that it gives you.

Put the conclusions you make of the analysis in the "critical analysis" column of the database.

Then, you are ready to prepare the text conclusions. Think about the best way to convey the information you retrieved from the collected data.



