



TOOLKIT: HOW TO DEAL WITH MATERIALS (Communities & Individuals)

FOR COMMUNITY GROUPS & ASSOCIATIONS

Note: This document is intended for those who have already formed a LOCAL ICAP COMMITTEE (see ICAP RESOURCES. See 1: *How to form a LOCAL ICAP COMMITTEE*)

- 1) **Identify** what materials exist locally; who has them and where they are (for ex. with individuals, the church, the association clubs, etc.). Usually you will also **determine** which oral interviews, if any, exist and whether your community needs to gather additional information through oral interviews.
- 2) **Create an inventory** of the above by listing the materials, the quantities, their date of origin; their condition and ownership location (Ex. document—photo; date—August 19, 1950; occasion—marriage of Gene Cioni's niece; from R to L—Jean (Giannina) Santopinto, Jack Amantea and Gene (Genesio) Cioni; Gene is toasting the couple at the reception at Gene's Spaghetti Dine and Dance; Condition—good; Owned by Maria Cioni, Toronto; [see *Spaghetti Western: How My Father Brought Italian Food to the West*, 2006, pgs. 72 and 42])
- 3) Based on the above inventory, **review and discuss** what is at risk (in poor condition; likely to be discarded by original owners) and what is significant, i.e. what is part of your community's narrative (personal letters and/or family photos over several generations; associational newsletters over a span of years; specialized tools that originated from Italy; handcrafts, musical recordings, etc.). In the case of oral history interviews (existing or to be collected), determine priorities (for example, persons 80+).
- 4) With your ICAP mentor / contact person, **begin to plan** what to do with the items identified in (3) above; who to contact (e.g. contact your local library, archive and archivist; closest university advisors—members of ICAP); who is available in your LOCAL ICAP COMMITTEE and realistic deadlines. Determine what training is needed for various activities (e.g. digitizing, recording oral interviews, etc.).
- 5) Set up your LOCAL ICAP COMMITTEE webpage. Note: this link will be added to ICAP.CA under RESOURCES. By means of this site, **share** your progress with the community-at-large and **invite** others to build and share contacts and reach individuals who might have materials to contribute. Note that it may be necessary to supplement your efforts with print materials such as announcements / flyers to be distributed and presented in your local churches, clubs, and newspapers. You may also need to organize community presentations.
- 6) Provide a brief **report** quarterly on progress made and processes underway by completing a specially allocated page on ICAP.CA.

Note: ICAP expertise can assist your community in the following ways:

- Offering a workshop and identifying training needs -- "HOW-TO" processes such as planning, preparation, release forms, instructions for oral interviews, after the interview, etc.
- Put you in touch with other LOCAL ICAP COMMITTEES and other Italian-Canadian communities that are further along in the process.
- As needed, provide appropriate consultation during the planning and implementation phases.
- Add your community narrative to the national ICAP network.

**FOR INDIVIDUALS—PLEASE CONTACT ICAP.CA DIRECTLY VIA THE CONTACT US LINK.
ICAP will connect you with the nearest LOCAL ICAP COMMITTEE.**