

# EDUCATOR'S GUIDE TO USING PRIMARY SOURCES "ONE-TO-ONE" IN THE CLASSROOM

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(VIA MAINE MEMORY NETWORK)

Interaction with primary sources is a fun and exciting way to explore history. Teaming up with a local historical organization provides a unique opportunity for students to have a hands-on history experience that promotes critical thinking and historical inquiry. Processing primary sources for upload to the Maine Memory Network further develops students' technological and writing skills.

The following plan was designed for teachers interested in having their students work directly with local historical collections in a one-to-one or small group fashion. *The goal is for students to analyze a primary source and prepare a digital version for upload to Maine Historical Society's digital museum, the Maine Memory Network (MMN).* This activity ties into the following *Maine Learning Results: Social Studies A1* and *Common Core State Standards for English Language Arts & Literacy: RH.CCR.1 & 2; RST.CCR.3; WHST.CCR.4.*

## PRIOR TO IMPLEMENTATION:

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Make arrangements with your local historical organization and/or library regarding the number and availability of items, equipment needs, and timeframe. Invite interested adults to your classroom to share their knowledge and expertise with students, particularly for days two and three, as outlined below.

## DAY ONE: INTRODUCTION

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Introduce students to the Maine Memory Network by providing a general overview of the site and the various resources available. Have students explore primary sources relevant to their community or other topics of interest. Draw their attention to the cataloging records and zoom feature. Inform them that the results of their work will be housed alongside these items.

## DAYS TWO AND THREE: PROPER HANDLING AND DIGITIZATION DEMO

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Your local historical organization likely has its own set of procedures for the handling of its collections. It would be ideal to have a representative from that organization demonstrate the proper techniques for various source types. Introduce the digitization process by modeling how to scan a specific item on a flatbed scanner to meet MMN's requirements. Three-dimensional artifacts will need to be photographed; provide students with a demonstration of suitable techniques to create a high quality image for upload to MMN.

## DAYS FOUR AND FIVE: HANDS-ON

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Provide each student, or pair of students, with a primary source and a *Primary Source Processing Guide*. Instruct them that the first page requires them to record specific information about their source in the "Primary Source Description" section. This portion can be completed before or after digitization. The second page entails the use of their critical thinking skills and provides an opportunity for them to show their analysis and understanding of the primary source.

## CONCLUSION

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Teachers can review the "Your Thoughts" section of the *Primary Source Processing Guide* to assess student understanding. Completed guides and digital files can be forwarded to the local historical organization for upload to MMN where students will be able to view the results of their work.

## MORE INFORMATION

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Visit the [Share YOUR Local History](#) section of the Maine Memory Network website, [www.MaineMemory.net](http://www.MaineMemory.net).

CONTINUE TO THE PRIMARY SOURCES GUIDE ON THE NEXT PAGE

**PRIMARY SOURCE PROCESSING GUIDE**  
**MAINE MEMORY NETWORK**

**Primary Source:** (What is the name or call number of the item?)

**From the Collections of:** (What organization owns the item?)

**File Name:** (After you digitize the item, insert the JPG filename here.)

**PRIMARY SOURCE DESCRIPTION**

**What is the item?**

**Who created it?**

**When was it created?** (Complete only one field for the date.)

Exact Date (yyyy-mm-dd):

Year (if only the year is known):

Circa (if only the era of the item is known, enter the approximate year):

Year Span (if item covers a range of years, like a diary) From \_\_\_\_\_ To \_\_\_\_\_

**Why was it created?**

**If image includes people, list names:**

**Size** – in CENTIMETERS:

\_\_\_\_\_ Height in cm

\_\_\_\_\_ Width in cm

\_\_\_\_\_ Depth in cm

**YOUR THOUGHTS**

1. Write a caption that could appear with the image of the item. (One or two sentences.)
  
2. What do you think this item tells us about the community's history?
  
3. Why is it important for people to be able to see this item?