



Introduction to Library of Congress

American Memory Project and Digital Primary Sources

Prerequisite Tools and Skills

- Personal Computer (Windows or Macintosh) with Internet connectivity
- Familiarity with Internet browsing and searching using common web-browsers such as Microsoft Internet Explorer or Netscape Navigator
- Basic web browsing skills
- Ability to open and save files
- Right and Left click functions on the mouse
- URL (Uniform Resource Locator) familiarity
- Word processing software familiarity
- Ability to upload and download email attachments as well as files from the Web
- Video capabilities—recommended 256 MB RAM
- Latest version of Apple QuickTime
<http://www.apple.com/quicktime/download/> or Microsoft Windows Media Player
<http://www.microsoft.com/windows/windowsmedia/>
- Latest version of Adobe Reader
<http://www.adobe.com/products/acrobat/readstep2.html>

Workshop A1

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Homework Activities

(Required for CEU credit)

- Nothing is required for this workshop.

Activities

Annotated Resource List

1. The Library of Congress Web site
 - Fill up the Canvas activity related to the Lewis and Clark expedition:
<http://memory.loc.gov/learn/features/lewisandclark/index.html>
 - Scavenger Hunt activity using multiple sites and clues related to past presidents:
<http://www.americaslibrary.gov/cgi-bin/hunt.cgi/aa>
 - Links to map sources in the LOC collection:
<http://www.loc.gov/wiseguide/index-flash.html>
 - For more information about the American Memory project:
<http://memory.loc.gov/ammem/awhhtml/awamdi-gres.html>
2. American Memory Overview
3. Quick Reference Guide: How to search sources
 - Complete information on plug-ins, viewers and additional free downloadable software necessary for accessing American Memory materials:
<http://memory.loc.gov/ammem/amviewer.html>
 - *Exploring the Library of Congress via the Internet*—a quick reference guide to the Library of Congress Web Site in total, listing key features available at each link.
 - *More Educational Resources-Around and Beyond the Library*—offers links to information that focus on different educational disciplines such as fine arts, language arts, science, mathematics, and foreign languages.
 - *Toolkit for Finding Treasures in American Memory*—summarized search guidelines with explanations of what each link offers, its limitations, and differences in searching this archive compared to web searching.

RESOURCES

4. Legalities

- General copyright and trademark statements for American Memory materials plus links to the main government Web site on copyright issues: <http://memory.loc.gov/ammem/copyrit2.html>
- *Copyright and Fair Use Guidelines for Teachers*—legal guidelines summarized for educators related to using printed material, illustrations, photographs, video, music, television material, and computer software.
- *How to Cite Electronic Sources*—Specific guidelines with examples related to citing American Memory material in two common formats—MLA and Turabian styles.

RESOURCES

Class Preparation Checklist

Workshop A1—Introduction to Library of Congress American Memory Project & Online Primary Resources

Required:

- Bring a lesson, topic, or idea of interest that you would like to strengthen through the incorporation of primary sources.

Optional:

- Explore the American Memory Historical Collection for the National Digital Library Web site located at <http://memory.loc.gov/>

Checklist

Overview

Introduction to Library of Congress American Memory Project & Digital Primary Sources

This session introduces participants to the American Memory collection, teaches search strategies, and demonstrates basic instructional strategies for using primary sources.

Objectives

At the end of this workshop, participants will be able to --

- Discuss the TPS-Colorado program, the workshops offered, and benefits to schools and staff.
- Register for additional TPS-Colorado Workshops.
- Define primary sources and illustrate their value for classroom learning.
- Locate the Library of Congress website on a desktop computer and view the American Memory online collection.
- Access the American Memory collection and utilize the American Memory browser to view primary sources of the Lewis and Clark Expedition.
- Access the Global Gateway website and demonstrate the use of links to electronic resources from around the world.
- Utilize the Library of Congress America's Library website to read stories of famous historical figures and identify some favorite primary sources.
- Perform the various required steps to go on the "President's Scavenger Hunt".
- Utilize the Thomas website to view federal legislative information available online.
- Access the Library of Congress Exhibition website and view several online exhibits.
- Access the Library of Congress Wise Guide portal and review several links to educational games and other useful resources.
- Conduct an online search of collections within the Library of Congress and compare the difference between a "List View" and a "Gallery View".

Overview

Objectives

Objectives (con't)

- Conduct a search for specific items across all collections within the Library of Congress and refine online search strategies to narrow the field.
- Browse the Collections Connections Index and compare links that provide summaries, teaching resources, and links to several areas related to a topic.
- Search for historical events that happened on the date of their birth.
- Practice a variety of online search strategies including media search options.
- Read information pertaining to Rights and Reproductions in using Library of Congress materials for educational purposes and how to cite electronic sources.
- Browse the Lesson Plans Index and compare the content that provides teaching resources, student resources, project examples and links to several areas related to a topic.
- Identify proper citation of primary sources.
- Browse the Lesson Plans Index and compare the content that provides teaching resources, student resources, project examples and links to several areas related to a topic.

NOTES:

Lesson 1 • The Library of Congress Web site

American Memory

The American Memory Web site offers more than seven million digital items from more than 100 Library of Congress historical collections.

For more information about the American Memory project go to:
<http://memory.loc.gov/ammem/awhhtml/awamdigres.html>.

Activity 1-1 • Fill up the Canvas

Objective: Participants will –

- Define primary sources and illustrate their value for classroom learning.
 - Locate the Library of Congress website on a desktop computer and view the American Memory online collection.
 - Access the American Memory collection and utilize the American Memory browser to view primary sources of the Lewis and Clark Expedition.
1. Go to the Library of Congress (LOC) Web site:
<http://www.loc.gov/>
 2. Click on the *American Memory* icon on the LOC home page: <http://memory.loc.gov/>
 3. Click on the *Teachers* link.
 4. Click on the *features and activities* link.
 5. Using the scroll bar on the right, scroll down to the *Activities* section and click on the *Fill up the Canvas* link.
 6. Once the map is completely drawn on the page, the Lewis and Clark trail is outlined in red. Move your cursor over the numbers on the trail for a description of each marker.
 7. Click on trail marker 12—*First View of Rockies*.
 8. Click on the *Resources* link in the bottom left side of the frame.
 9. View several of the other Lewis and Clark sources that are available—journals, maps, LOC images, etc.
 10. Scroll down the page and click on the *GO BACK TO THE MOVIE* link.
 11. Click the *Skip* link in the lower left corner of the frame to go back to the trail.

NOTE: Activity 1 requires Macromedia Flash Player version 6 or later.

NOTE: Activity 1 uses pop-up web browser windows. Please disable any pop-up blocking software or configure your application to allow pop-ups from this site.

12. Click on trail marker *12—First View of Rockies*.
The American Memory digital resource of the Lewis and Clark journal will be displayed in a text version. Click *Full journal entry* in the lower right below the text.
13. Click the Page Gg {*page image*} to view a scanned image of the book titled: History of the expedition under the command of Captains Lewis and Clark, to the sources of the Missouri: thence across the Rocky mountains and down the river Columbia to the Pacific ocean; performed during the years 1804-5-6; by order of the government of the United States, volume 1.
14. Click the web browser's back button and then close the pop-up web browser window by clicking the X in the upper right corner.
15. Return to the Learning Page Lewis and Clark map and click on *Back to the Map*.
16. Click on marker *6—At the Sioux Camp*.
17. Click on the Dakota village drawing.
18. Review information about the primary source.
19. Close the pop-up web browser window.
20. Return to the Learning Page Lewis and Clark map and click on *Full Journal Entry* link and review the information.
21. Close the pop-up web browser window by clicking the X in the upper right corner.
22. Return to the Learning Page Lewis and Clark map and click the *Back to the map* link.
23. Review other markers along the trail following these procedures.

NOTES:

Global Gateway

NOTES:

The Library of Congress Global Gateway Web site contains collaborative bilingual, multimedia digital libraries that are built with partners from around the world; digital collections that focus on history and cultures from around the world; plus other database, text and web resources.

Activity 1-2 • Global Gateway Review

Objective: Participants will –

- Access the Global Gateway website and demonstrate the use of links to electronic resources from around the world.
1. Go to the Library of Congress Web site:
<http://www.loc.gov/>
 2. Click on the *Global Gateway* Link:
<http://international.loc.gov/intldl/intldlhome.html>
 3. Review the links.
 - *Collaborative Digital Libraries – bilingual collections built together with international partners.*
 - *Individual Digital Collections – LOC collections that focus on history and cultures around the world.*
 - *Centers for International Research – Access the LOC’s 21 reading rooms.*
 - *Portals to the World – world wide electronic resources.*

America's Library

The Library of Congress America's Library Web site was made with children in mind, but it has great stories for people of all ages.

NOTES:

Activity 1-3 • America's Library and Citing Sources

Objective: Participants will –

- Utilize the Library of Congress America's Library website to read stories of famous historical figures and identify some favorite primary sources.
- Identify proper citation of primary sources.

1. Go to the Library of Congress Web site:
<http://www.loc.gov/>
2. Under *Resources for...* select the *Teachers* link.
3. Under Resources, choose the *America's Library* link: <http://www.americaslibrary.gov/cgi-bin/page.cgi>
4. Click on the *Jump Back in Time* link.
5. Review the different eras in the left hand bar.
6. Scroll down and click on the *Gilded Age (1878-1889)*.
7. Review the timeline at the top of the page (1840 to 1940+).
8. Click on one of the story links on the right.
9. Review the featured story. Scroll down and then click on the *NEXT* arrow. Repeat these steps until you have read all of the pages.
10. Click on the *More Stories* link.
11. Scroll down the list of More Stories to the *Hello, Is the Sun Shining? "Alexander Graham Bell Invented the Photophone"* link and click on it.
12. Review the story by clicking on the *NEXT* arrow at the bottom of each page.
13. Click on the image of the *Alexander Graham Bell's design sketch of the telephone* for an enlarged view (page 2 of 3).
14. Scroll down to the bottom of the image and note the citation below in MLA format.
15. Review the document How to Cite Electronic Sources or go to:
<http://memory.loc.gov/ammem/ndlpedu/start/cite/index.html>

Side Tracks from the Teachers Link:

1. Ask a Librarian
2. Guide to Law Online
3. Places in the News
4. Webcasts for Teachers

Others we will visit later in this workshop.

See additional reference material in hard copy: *How to Cite Electronic Sources*

Activity 1-4 • Scavenger Hunt

NOTES:

Objective: Participants will –

- Utilize the Library of Congress America’s Library website to read stories of famous historical figures and identify some favorite primary sources.
- Perform the various required steps to go on the “President’s Scavenger Hunt”.

If you have just completed Activity 1-3 you may skip to Step 3.

1. Go to the Library of Congress Web site:
<http://www.loc.gov/>
2. Under *Resources for...* select the *Teachers* link.
3. Under Resources, choose the *America’s Library* link: <http://www.americaslibrary.gov/cgi-bin/page.cgi>
4. Click on the *Meet Amazing Americans* icon.
5. Scroll down and click on the *Presidents Scavenger Hunt* icon.
6. Follow the directions for the scavenger hunt.
7. Click on the *Go Hunting* icon.
8. Select *U.S. Presidents* under Meet Amazing Americans on the left side of the screen.
9. Choose the president that best matches the criteria for the first item of the scavenger hunt.
10. Locate the *What a find* icon and select it.
11. Select the item in the scavenger hunt you found.
12. Continue steps 6 through 10 until you have completed the scavenger hunt.

THOMAS

NOTES:

The Library of Congress THOMAS Web site makes federal legislative information available online.

Activity 1-5 • THOMAS Review

Objective: Participants will –

- Utilize the Thomas website to view federal legislative information available online.

- 1. Go to the Library of Congress Web site:
<http://www.loc.gov/>
- 2. Click on the *THOMAS* Web site link:
<http://thomas.loc.gov/>
- 3. Review the links:
 - *Legislation*
 - *Congressional Record*
 - *Committee Information*

For legislative resources specific to K-12 teachers visit the *For Teachers* link at:
<http://thomas.loc.gov/teachers/>

Online Exhibitions

The Library of Congress Exhibitions Web site contains online Library of Congress exhibits.

Activity 1-6 • Online Exhibitions Review

Objective: Participants will –

- Access the Library of Congress Exhibitions website and view several online exhibits.

- 1. Go to the Library of Congress Web site:
<http://www.loc.gov/>
- 2. Click on the *Exhibitions* Web site link:
<http://www.loc.gov/exhibits/>
- 3. Review the *Featuring...* links (featured as of November 2006):
 - *The Culture and History of the Americas*
 - *Enduring Outrage*
 - *American Treasures of the Library of Congress*
 - *Cartoon America*
 - *Bound for Glory*

Also visit the More Exhibitions Online section!

Wise Guide

NOTES:

This Wise Guide portal was designed to introduce the many fascinating, educational and useful resources that are available from the Library of Congress.

Activity 1-7 • Article of the Month

Objective: Participants will –

- Access the Library of Congress Wise Guide portal and review several links to educational games and other useful resources.
1. Go to the Library of Congress Web site:
<http://www.loc.gov/>
 2. Under *Highlights From the Library*, Select *View all Library News and Events*.
 3. On the left of the screen, Select *Wise Guide*.
 4. Scroll over the red area and review the links.
 5. Select *Archives* at the top-right to review past issues of Wise Guide.
 6. *Ad Highlights* provide access to the LOC commercials that were created in a partnership with the Advertising Council. Very entertaining!

Full Library Search

The search feature on the homepage of the Library of Congress can be useful if you have little direction with where to begin.

Activity 1-8 • Full Site Search

Objective: Participants will –

- Complete an overall search from the Library of Congress homepage.
1. Go to the Library of Congress Web site:
<http://www.loc.gov/>
 2. In the search box at the top of the page enter *Alexander Graham Bell*.
 3. Review the descriptive text with your highlighted search term to decide which result may be useful.
 4. Click on the title of a few results to see the variety of collections and exhibitions where “Alexander Graham Bell” can be found.

Lesson 2 • American Memory Overview

NOTES:

Collection Finder

The Collection Finder allows users to search collections within the Library of Congress.

Activity 2-1 • Collection Finder and Copyright Restrictions

Objective: Participants will –

- Conduct an online search of collections within the Library of Congress and compare the difference between a “List View” and a “Gallery View”.
 - Discuss copyright and other restrictions associated with the use of primary sources.
1. Go to the Library of Congress Web site:
<http://www.loc.gov/>
 2. Click on the *American Memory* icon:
<http://memory.loc.gov/>
 3. In the *Browse Collections by Topic* section, click *List All Collections*.
 4. Within the *SEARCH* text box, type **Alexander Graham Bell** and click the *SEARCH* button. Notice the number of primary sources found (1-20 are displayed in page 1).
 5. Select one link of interest to you. After reading the information within this link, click the back button on your web browser. You have just completed a “List View.”
 6. Click on *Gallery View* located next to *Display*. Notice the difference between these displays.
 7. Click the web browser’s *Back* button twice.
 8. Under the Browse Collections by topic select *Advertising*.
 9. Scroll down the alphabetical list of collections and select the *Advertising ~ Multiformat ~ 1850-1920* collection.
 10. Scroll down to the Working with the Collection section and choose *Copyright and other Restrictions*.

See additional resources:
*Copyright and Fair Use
Guidelines for Teachers*

11. Review the restrictions of this *Donated Collection*
12. Click the web browser's Back button three times.
13. Under Browse Collections by Topic select *Performing Arts, Music*.
14. Scroll down the alphabetical list of collections and select the *African-American Music, Southern U.S. ~ Recordings ~ 1938-1943* collection
15. Scroll down to the Working with the Collection section and choose *Copyright and other Restrictions*
16. Review the following restrictions of this collection:
- American Memory Copyright and Other Restrictions:
 - Visit the Copyright Office website for Fair Use and other definitions/policies
<http://www.copyright.gov>
 - Privacy and Publicity Rights
 - Additional Information posted by the American Folklife Center

NOTES:

Browse

The Browse feature allows users to search for items across all collections within the Library of Congress.

Activity 2-2 • Browsing Collections

Objective: Participants will –

- Conduct a search for specific items across all collections within the Library of Congress and refine online search strategies to narrow the field.
1. Click on your web browser's back button until you return to the American Memory home page.
 2. Click the *Browse* link.
 3. Under *Browse by Topic*, select *Native American History*.
 4. Notice the 6 collections that have an advertising topic. Select *Native American Culture, Pacific Northwest ~ Multiformat*.
Notice the Search by Keyword, Browse Subject, Geographic Location, and Author/Photographer options. These features will be covered in detail in Workshop 2.
 5. Click on your web browser's *Back* button once.
 6. Under *Browse Collections by Time Period*, select *1850-1899*.
 7. Scroll down the page of 76 collections and review the collections and notice *Native American Culture, Pacific Northwest ~ Multiformat*. Another way of finding this collection.
 8. Click on your browser's *Back* button.
 9. Under *Browse Collections Containing*, select *Photos, Prints*.
 10. Scroll down and view the 60 collections that contain Photos and Prints. Notice our friend *Native American Culture, Pacific Northwest ~ Multiformat* once again.
 11. Click on your browser's *Back* button.
 12. Under *Browse Collections by Place*, select *West U.S.*
 13. Scroll down and review the 24 collections that have a West location in the U.S. Guess what you find half way down the list? You guessed it!

NOTES:

When using the Search box feature in the Browse page, the results will appear higher on the list according to:

- *more of your search terms;*
- *repeated search terms;*
- *search terms that occur near each other.*

Quick Tip:

- *Common words such as **and**, **not**, and **the** are ignored by the search engine.*
- *Case of letters is ignored. For example, *Civil* and *civil* are treated the same.*
- *Diacritic characters (accent marks, in non-English text) and other special characters produce inaccurate results, so plain (unaccented) letters should be substituted for letters with diacritics.*

The Learning Page

NOTES:

The Learning Page allows users to gain knowledge of teaching and learning within American Memory.

Activity 2-3 • Collections Connections Review

Objective: Participants will –

- Browse the Collections Connections Index and compare links that provide summaries, teaching resources, and links to several areas related to a topic.
1. Click your web browser's back button until you return to the American Memory home page.
<http://memory.loc.gov/>
 2. Click the *Teachers Use American Memory in the Classroom* link.
 3. Click the *Collections Connections* link.
 4. Click the *Collections Connections Index* link.
Notice that each topic displays “summary only” or “summary and teaching resources.”
 5. Click the first link, *The Aaron Copland Collection, ca. 1900-1990*. This provides a “summary only” description, which allows linking to a “Summary of Resources” and a link to the collection within American Memory.
 6. Click the back button on your web browser.
 7. Click *The African-American Experience in Ohio: Selections from the Ohio Historical Society*. This provides a “summary and teaching resources” description, which allows linking to several areas within American Memory related to the topic as well as various resources for teaching the subject.

Activity 2-4 • Lesson Plans Review

Objective: Participants will –

- Browse the Lesson Plans Index and compare the content that provides teaching resources, student resources, project examples and links to several areas related to a topic.
1. Click your web browser's back button until you return to the American Memory home page.
<http://memory.loc.gov/>
 2. Click the *Teachers* link.
 3. Click the *Lesson Plans* link.
 4. Review the four links regarding constructing lessons with primary sources:
 - a. *Using Primary Sources in the Classroom*
 - b. *Lesson Framework*
 - c. *The Historian's Sources*
 - d. *Media Analysis Tools*
 5. Under Lesson Index, click *By Theme, Topic, Discipline or Era*.
 6. Scroll down to the *Postwar United States, 1945-1968* section.
 7. Select the *American Dreams* lesson plan.
 8. Browse through the following sections:
 - Teachers:* Resources and overviews
 - Students:* Instruction and Activities
 - Resources:* Projects and Student Gallery
 9. Click the *Back* button to return to the list of lessons and explore any other lesson of relevance or specific interest.

Today in History

NOTES:

Today in History allows users to read about historical events for any particular day.

Activity 2-5 • Historical Birthday Events

Objective: Participants will –

- Search for historical events that happened on the date of their birth.
1. Click your web browser's back button until you return to the American Memory home page.
 2. Click the *Today in History* link near the middle of the American Memory home page. (NOTE: Information from the American Memory collection displays historic topic/topics for the appropriate day.)
 3. After reviewing Today in History, click the *Sources* link located near the top of the web page.
 4. Go to #2 *Jump to a specific day in the archive*; select the month and day of your birth. Click the *Go* button. Read about the historical events that happened on your birthday!