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EQUIPMENT YOU WILL NEED

Preparing the Office

*first draft by
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Your office is a personal space—make sure that you set it up for yourself, and so you will be able to work efficiently and pleasantly. What is right for me will not be right for the next person, and our combined preferences should be secondary to your own.

Objective: Select your office tools to suit your own goals.

- Try to arrange for a private, dedicated office space
 - It should have secure storage
 - cabinets
 - shelving
 - drawers
 - It should house your own personal organizational system, including any or all of the following:
 - flat surfaces for papers and work areas
 - space for loose leaf notebooks
 - space for reference books
 - computer, monitor, keyboard, mouse
 - removable hard drives and back-up software
 - scanner and scanning software
 - record-keeping applications
 - Preservation materials
 - acid free folders
 - copy paper
 - acid free or plastic boxes
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This article is one of several to help you document local history. Other articles will help you convert your interviews, documents, pictures, and artifacts into documentation of your local history that can be shared with your community.

Analyzing Your Own Resources

Organizing your information

Organizing the people of your area

Organizing the documents of your area

Organizing the pictures of your area

Organizing the artifacts of your area

Creating Your Own Local History

Developing documentation from your resources

Genealogical work

Validating local history

Presenting and publishing local history

Courses and Support

Assignment: Most historical societies close down for the winter, and non-migratory neighbors tend to fight cabin fever by going to the Saturday or Sunday afternoon movies in Hunter, at the Power Authority, or another venue. While these may be fun, I hope you set up this alternative: host a series of workshops using this article as a focus and start to document your own local history.

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