Digitizing Memories of Queens, NY

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Culture in Transit
Community Scanning

Forest Hills, Ridgewood and Woodhaven Community Libraries, Neir’s Tavern
Donors work one on one with staff to complete consent & metadata forms

Prepare folder of materials for scanning
While the donor waits...

- Staff digitize items, saved as TIFF files according to institutional standards and naming conventions
- Create a thumb drive for the donor with TIFF & JPEG files
- Load external HD with all donations
Donors take away...

- The materials they shared
- Thumbdrive of scans
- Consent form
- Our contact information
- Queens Memory brochure
- Personal digital archiving brochure
Digitization Equipment Sets

Flatbed Scanner

Copy-Stand

Outreach
Interactive Local History Tools

- Historic photographs slideshow & comparison
- Oral history listening station
- Community mapping
Transporting Digitization Equipment

- We love our wheeled Pelican cases!
What’s on my thumb drive?

1. Scans and/or photographs of your materials, saved as TIFFS (.tif) and JPEGS (.jpg). Use the TIFF files to print or enlarge the images; use the JPEG files for email or the internet.

2. A scan of your Queens Memory consent form.
Brochure

Preserving Your Digital Memories

QUEENS MEMORY
A Service of Queens Library
QueensMemory.org

Step-by-Step Guide: Digital Archiving

Step 1: Identify Materials
- Identify all the places where photos, documents, video and audio are located
- Check for materials on computers, cameras, phones, flash drives, CDs, DVDs and on the Internet.

Step 2: Import Materials
- Import materials that are not already on your computer
- Choose the highest quality version, and import an exact copy
- Use the Windows file browser (PC) or Image Capture (Mac)

Step 3: Decide What Is Important
- Pick the materials that are most important (this can be a few or many)
- Delete files that aren’t meaningful
- If there are multiple versions of a file, keep the one with the highest quality

Step 4: Organize
- Give files and folders descriptive names, including keywords and dates (yyyymmdd)
- Choose an organization system that makes sense to you, and be consistent

Step 5: Storage & Backup
- Make at least two copies of your files. One copy can stay on your computer, the second should be put on a portable hard drive, flash drives, or in Cloud storage
- If possible, store copies in different physical locations
- Make new copies every five years (due to obsolescence of technology)

Step 6: Long-term Preservation
- Share the project with your family and friends.
- Consider donating your material to your local public library, college or historical society
**Selected Sources**

**Activists’ Guide to Archiving Video (WITNESS)**
https://archiveguide.witness.org/

**Library of Congress Personal Archiving**
http://digitalpreservation.gov/personalarchiving/

**DCPL Memory Lab Documentation**
http://libguides.dclibrary.org/memorylab
Training Sessions

- Breezy Point Historical Society
- Greater Ridgewood Youth Council
The DIY Archival Donation Tool

Solves:
- Workflow headaches
- Email inbox limits/privacy

Benefits:
- Normalizes submissions
- Empowers independent contributors
Contact Us!

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