Hosting a Personal Digital Archiving Day Event

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2010 National Book Festival
About This Presentation

• Personal Digital Archiving Tips

• Personal Digital Archiving Day Kit

• Guidance for Holding an Event or Program

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Obsolete hardware and software

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Personal Digital Collections

Photographs  Email

Audio  Video

Websites  Documents

Blogs and Social Media

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Four Personal Digital Archiving Tips

• Identify where you have your digital items

• Decide which digital items you want to keep

• Organize the items you want to save

• Make copies and manage your items
Step 1: Identify

- Identify where you have digital materials
  - Computers, devices, external storage, cloud storage, on the web
Step 2: Decide

• What do you want to keep
  – Save some or all or what is important to you
  – Be selective – weed!
Step 3: Organize

- Create a file directory and folder structure
- Use an easy, understandable file naming system

EventName_Photo#_Date.jpg

Bobs70thParty_1_Feb2011.jpg
Step 3: Organize

Summary Description of Archived Information

Your Name: Betty Smith

Archived Personal Information: Photos

Where information is stored: Three copies-- one on my laptop; one on a green flash drive kept in my desk in my apartment; one on a CD-ROM sent to Joe and Susie Jones

Directory structure: The main directory is named “betty_photos.” There are subdirectories for each calendar year

Any special details needed to access the information: My laptop user name is Bsmith; my laptop password is Gu6rE#
p

Primary people included: Me, my parents (Bob and Mary Smith), cousin (Bill Jones) aunt and uncle (Joe and Susie Jones) and friends (chiefly Marty Johnson, Patricia Hutchinson and Lucy Martin); variety of other family members, friends and acquaintances

Dates: Some pictures from 2005 and 2006; mostly from 2007 through 2009

Main Subjects: Bill Jones High School Graduation (2006); family reunion (2007); trip to New York City (2008)
Step 4: Make Copies

• Make at least 2 copies on 2 different storage media
• Store in different geographic locations
Step 4: Manage

• Check your media and files at least once a year

• Move your collection to new media every 5 years
Outreach

- National Book Festival
- Professional conferences
- Online resources
- Social media
- Community events
pass it on ....

Preservation Week®
April 21–27, 2013
www.ala.org/preservationweek

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Personal Digital Archiving Day Kit

Guidance and resources for information professionals on how to organize and host your own Personal Digital Archiving Day

Version 1.0

http://www.digitalpreservation.gov/personalarchiving/padKit/index.html
Kit Resources

- Guidance and ‘How-to’ handouts
  - Personal digital archiving tips and supplemental guidance
- Videos
  - Online or downloadable
- Online resources
  - Additional format-specific information
- Templates
  - Checklists, press release, flyers, evaluation forms
Four Kit Activities

- Plan
- Organize
- Publicize
- Run
Plan

- Purpose and audience
  - Planning committee?
- Decide the type of event
  - Informational or instructional?
- Develop timeline and task list
  - Scale, scope, resources
- Select a venue
  - Library, civic building, school setting
- Enlist staff or volunteers
Organize

• Decide date and time
  – Weekday/weekend, day/evening

• Consider the venue set-up
  – Tables, chairs, A/V equipment, wi-fi, signage

• Plan room layout
  – Placement of tables, speakers, materials

• Create a budget
  – Supplies, room rental, catering, A/V
Publicize

• Write a description of the event
  – Local press, listservs, newsletters, bloggers, calendar listings

• Market
  Market
  Market
Run

- Create set-up, presentation and clean-up schedule
  - Roles and responsibilities
- Be prepared
  - Staff, handouts, promotional materials
- Evaluation
  - Prepare post-event evaluation survey for staff and attendees
Event Guidance

- Informational / Educational
- Instructive / Hands-on
Informational/Educational

• Flexible program or activity
  – Less resource intensive
  – Low-cost, easy

Displays
  – Reference or circulation

• Online presence
  – Website, social media, listservs

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Instructive/Hands-on

- Advanced planning and organizing
  - Staff time and resources
- Collaborate with local speakers or organizations
  - Community events
- Workshops, presentations, demonstrations
Saving Digital Photos Program

• Talk or presentation based on the preserving and archiving digital photos tips
• Show videos
  – Why Digital Preservation is Important for You
  – Archiving Digital Photos
  – Adding Descriptions to Digital Photos
• Invite a local photographer to give a talk or demonstration

http://www.digitalpreservation.gov/multimedia/videos.html
http://www.digitalpreservation.gov/personalarchiving/photos.html
PERSONAL DIGITAL ARCHIVING SERIES

How Long Will Digital Storage Media

All digital storage media have a short life. This is why digital preservation requires active management, including regular migration of content from older storage devices to newer devices.

The life of storage media are cut short by at least three factors:
1. Media durability
2. Media usage, storage and handling
3. Media obsolescence

Keeping Personal Digital Photographs

Perhaps more than any other kind of personal digital information, photos hold personal meaning. And photos are unique: if they are lost, the information they provide can never be replaced.

You will want to keep at least some of your digital photos for a long time. Pay close attention to organizing your important photos by placing them into related albums.

Archiving Tips

Identify where you have digital photos
- Identify all your digital photos on cameras, computers and removable storage such as memory cards.
- Include your photos on the Web.

Decide which photos are most important
- Pick the images you feel are especially important.
- You can pick a few photos or many.
- If there are multiple versions of an important photo, save the one with the highest quality.

Pass It On: Personal Archiving Day at

ORGANIZATION NAME

DAY, DATE
TIME

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Preservation Week 2013

- Event map and speaker locator
- Webinars – upcoming and past recordings
- Event toolkit
- Preservation awareness resources
- Preserving Digital Photos Webinar – Wednesday, April 24, 2pm Eastern

http://www.ala.org/alcts/confevents/preswk
Resources

• Personal Digital Archiving Resources
  http://www.digitalpreservation.gov/personalarchiving/

• Personal Digital Archiving Day Kit
  http://www.digitalpreservation.gov/personalarchiving/padKit/index.html

• The Signal
  http://blogs.loc.gov/digitalpreservation/

Thanks!

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