Personal Digital Archiving: What is it and how do I offer this service?

Missouri Library Association Conference
October 5, 2017

Catherine Lucy, Archivist
Fontbonne University, Saint Louis, MO
Presenter’s Background

Catherine Lucy

- Lifelong resident of St. Louis
- Genealogist/family historian
- Joined Fontbonne in 2005
- Archivist since 2012
- 20+ experience in libraries
- MLIS candidate, San Jose State University
Institutional Background

Fontbonne University

- Founded by the Sisters of St. Joseph of Carondelet
- Charter granted by the state in 1917
- Opened in 1923 on the grounds of the Motherhouse in the Carondelet neighborhood in South St. Louis
- Clayton campus opened in Fall 1925
- Current library building opened in 1967
What is Personal Digital Archiving (PDA)?

• “the practice of preserving one’s own digital records of continuing value” – *Society of American Archivists*

• encompasses both digitization and digital preservation

• a form of community outreach growing in popularity across the country

• selection, preservation, and management of digital material – *Stanford University Libraries*
Why did we start PDA at Fontbonne?

Learned about PDA at a conference in August 2016

Great way to provide archival outreach to the campus community

Reflects the mission of our founding sisters

Chose Electronic Records Day as the pilot date in Oct. 2016
Community Benefits of PDA

Consider your patron base and their needs

Personal photos and documents provide an historical record of the details of our lives

Most patrons do not have the means or knowledge to view slides, make prints from negatives, or copy photographs
Getting Started

• Basic equipment
• Supplies
• Test runs
• Promotion
• Scheduling
Basic Equipment

• Computer
• Scanner (Fontbonne has the Epson V600)
• Slide viewer
• Magnifying glass
• Cloth & glass cleaner
• Photoshop or Paint software*

*not essential unless providing editing/restoration
Scanner Selection

What is your budget?

What features are on your wish list?

Conduct some research

• PC Magazine is a great source for product reviews
• Amazon is a great source for user reviews
• Look for the features on your wish list
• Contact other archives and libraries for recommendations
Supplies

- Flash drives (Fontbonne provides 1 GB drives)
- Bookmarks or other giveaways
- Samples of archival supplies
Test Runs

Verify settings for Documents, Photographs, Negatives, & Slides

• Scanner properties should be set for correct media
  • reflective (photo/paper) vs. film (slide/negative)
    • slides and negative might require holders that are placed onto flatbed
    • for slides & negatives, the emulsion side is usually face up on scanner

• Fontbonne scans at 1200 dpi and 48-bit color
  • other digitization service providers offer 600 dpi/24-bit color
  • scan to JPEG (or TIFF by request)
File Formats

Fontbonne saves image files as JPEG
• TIFF files available upon request

Fontbonne scans images at 1200 dpi
• Service industry standard is 600 dpi
Personal Digital Archiving scanner settings

**Negatives**
On scanner properties, select Film
Place in negative holder, emulsion side up (negatives should be in center of flatbed)
Scan at 1200 dpi/48-bit color

**Slides**
On scanner properties, select Film
Place in slide holder, emulsion side up/shiny side down (slides should be in center of flatbed)*
Scan at 1200 dpi/48-bit color

**Photographs**
On scanner properties, select Reflective
Place in corner of scanner (for one photo) or arrange over flatbed (for multiple photos)
Scan at 1200 dpi/48-bit color
Promotion

Consider your patron base (again)

Social Media

Campus-wide e-mail announcement

Fliers
Another Fontbonne PDA flier

**Personal Digital Archiving**

**Tuesday April 25th & Friday April 28th**

Email Catherine Lucy (clucy@fontbonne.edu) to schedule your 30 minute appointment to digitize your photos, slides, or 35 mm negatives (scanned and saved to a free flash drive).

FREE EVENT!
Scheduling

How much time can you allocate to your event?
• Full day of scanning not recommended

Walk-ins, appointments, or both?
• Appointments recommended if you have one digitizing station
• Fontbonne chose 30 min. appointments

Track your appointments
• Fontbonne uses a Google Sheet
• Participants sign up via the shared URL or call for an appointment
## Scheduling cont.

### Google Sheet with shared link

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**ADDITIONAL INFORMATION**: Please check in at the Library Circulation Desk right before your scheduled appointment. Digitization services are provided for photographs, slides, and 35 mm negatives. We can usually digitize 28.34 images in a half hour. Please plan accordingly. We do ask that you stay during your appointment (other arrangements must be approved by the archivist in advance). Photo editing and/or restoration services are NOT available. Questions or comments? Please contact Catherine Lucy at clucy@frostbeomoe.edu or 314-719-8026.
Google Forms Option???

Don't PANIC!

**Personal Archiving at Taylor Library -- Mon. October 10, 2016**

The Fontbonne University Archives is celebrating Electronic Records Day on October 10. Schedule a complimentary 30 minute session for personal archiving (limit of 15 participants). Archivist Catherine Lucy will be available to digitize your photos, slides, and 35 mm negatives (saved as JPEG images at 1200 dpi all bit color). Your images will be saved on a flash drive which you will keep. Sorry, but we are unable to restore, edit, or Photoshop your digitized images. PLEASE ARRIVE AT THE LIBRARY 5 MIN. BEFORE YOUR SCHEDULED APPOINTMENT TIME. The Circulation Desk staff will escort you to the digitizing area in the Library's work room. Questions? Contact Catherine Lucy: clucy@fontbonne.edu

**Name**

Short answer text

**Email address**

Short answer text

**Status (Faculty/Staff/Student)**

Short answer text

**Remaining Appointments. Ignore 4:30 pm if it appears. (select one only)**

- 9:30 AM
- 10:30 AM
- 11:00 AM
- 12:00 PM
- 1:00 PM
- 1:30 PM
- 2:00 PM
- 3:00 PM
- 3:30 PM
Scanning Procedure

6 step process…
Step 1

Patron selects images for scanning
Step 2

Place photographs on flatbed (use holders for negatives & slides)
Step 3

Select appropriate scanner settings
Step 4

Scan in preview mode to verify image selection
Step 5

Scan

• Select destination folder
• Select file type
Step 6

Open destination folder for quality control
Value of Zooming In
User Survey

1. Based on your experiences with this year’s Personal Digital Archiving, how likely are you to recommend this service to another person?  
   - Highly likely
   - Somewhat likely
   - Neutral
   - Somewhat unlikely
   - Highly unlikely

2. On a scale of 1-5, how would you rate the general idea of this service?  
   - 1 ★
   - 2 ★
   - 3 ★
   - 4 ★
   - 5 ★

3. On a scale of 1-5, how would you rate the level of service you received, including the quality of the digitized images?  
   - 1 ★
   - 2 ★
   - 3 ★
   - 4 ★
   - 5 ★

4. Do you feel the time allotted for your appointment was too much, just right, or not enough?  
   - Scheduled session was too long
   - My session was just the right amount of time
   - Scheduled session was too short
Survey Results

100% of survey participants highly recommend the service
100% rate this event 5 out of 5 stars
100% rate the service 5 out of 5 stars
100% rate the image quality 5 out of 5 stars
100% felt the 30 min. appointment length was “just right”

Most felt that providing this service twice a year was ideal

• The rest thought it should be offered more often!
Patrons Comments and Feedback

• “Thank you so much for all your time. I love that we have this service!”

• “I really appreciate this service being offered. It means a lot to preserve the slides I have. I enjoy conversing with Catherine and learning about ways to preserve the things we have for future family historians!”

• “It's done in such a friendly way--a joy to spend the time with Catherine as well as get my pictures digitalized [sic].”

• “Awesome idea; awesome staff.”
Benefits of PDA

- FREE service = POSTIVE experience for patrons!
- Better image resolution than most service providers
- Educational experience for patrons
- Therapeutic experience for patrons

- Patron comments:
  - Zooming in and seeing the details in the images
  - Preserving family history through digitization
  - Getting pictures digitized in a friendly setting
  - Taking home their digital images the same day
  - Viewing slides not seen for 40 years
Challenges

• User error
More Challenges

• Not every slide has an obvious emulsion side
• Slide holder cut off some images from one batch of slides
• There’s never enough time!

• Patron comments
  • Limited to 30 pictures
  • Having to stay during appointment
  • Still have many more slides to digitize
  • No free coffee?!!!
Advice and Future Considerations

Survey your participants and learn from them

Drop-off service?

Photo editing/restoration services?

Upgrade computer and/or equipment?
Ideal Times to Offer PDA

National Genealogy Day (March)
World Heritage Day (March)
National Library Week (April)
Preservation Week (April)
World Photo Day (August)
American Archives Month (October)
Electronic Records Day (October)
Anytime!
Additional Resources for Patrons

• Library of Congress Preservation FAQ
  • http://www.loc.gov/preservation/about/faqs/index.html

• Dear Donia Preservation Advice
  • http://www.ala.org/alcts/preservationweek/advice

• Archival product websites & catalogs
  • Brodart
  • Gaylord
  • Hollinger Metal Edge
  • University Products

• Printable bookmarks
  • http://www.ala.org/alcts/preservationweek/tools/lc_bkmks
Questions/Comments/Discussion

Catherine Lucy
• clucy@fontbonne.edu
• 314-719-8026

Fontbonne University Archives
@fbuarchives
@clucy_archivist

Thank you!