



# Archives 101

Introduction to Basic Archival Principles, Practices and Description

SHRAB Workshop - Cheyenne, WY, 6/21/22

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# Session Agenda

1. What is an archival collection
2. Basic archival principles
3. Levels of arrangement and description
4. Basics of archival access and preservation

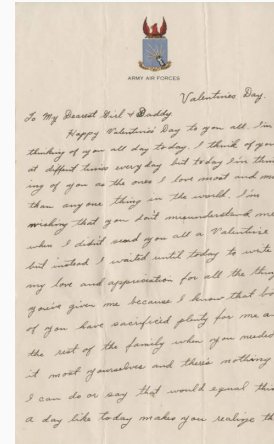
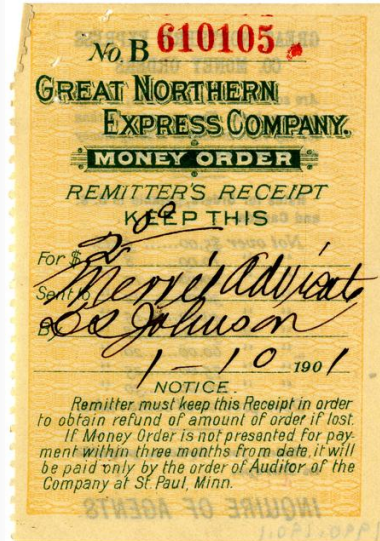
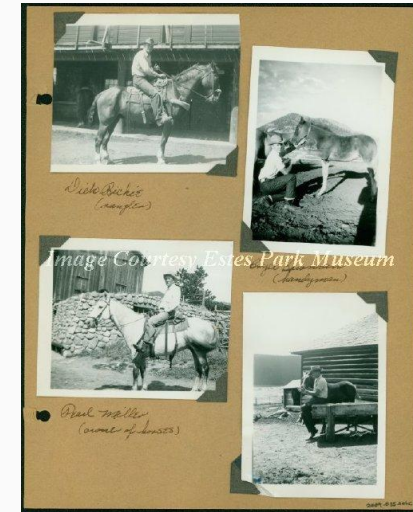
# What is an Archival Collection

This means that archival records are:

- Primary sources, not secondary sources
- Created by individuals, groups, and institutions in the course of their work
- Often unpublished and not intended for publication
- "Raw" and uninterpreted
- Not the current records of an institution or individual
- Selected for preservation because of "enduring value"

# Types of Material in Archival Collections

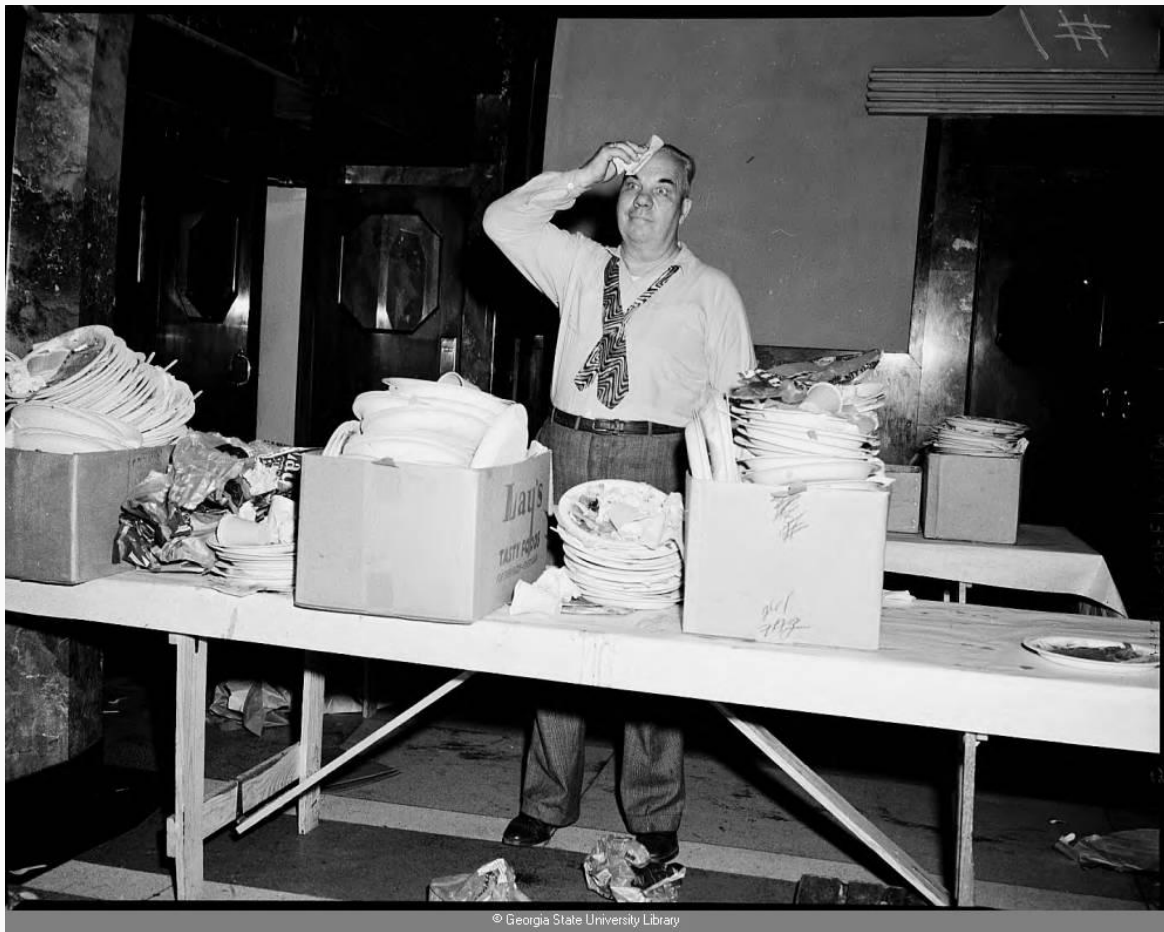
- Letters
- Diaries
- Scrapbooks
- Financial records
- Business records
- Photographs
- Books
- Maps
- Ephemera







Department of Labor. 1913. Archivist, Curator. 2002-01-01/2007-12-31. Retrieved from the Digital Public Library of America, <http://catalog.archives.gov/id/81235321>. (Accessed February 17, 2022.)



Lane Brothers Commercial Photographers (Atlanta, Ga.). Davison-Paxon Company, party at the City Auditorium, Atlanta, Georgia, June 18, 1947. This photo shows the party aftermath -- a company executive with loosened tie, sweating over piles of used paper-plates. 1947-06-18. Retrieved from the Digital Public Library of America, <http://digitalcollections.library.gsu.edu/cdm/ref/collection/lane/id/1126>. (Accessed February 17, 2022.)

# Basic Archival Principles

# Acquisition

1. materials physically and officially transferred to a repository as a unit at a single time
2. the process of seeking and receiving materials from any source by transfer, donation, or purchase

## Similar and Related Terms

- Accessioning
- Accrual

\*SAA Dictionary of Archives Terminology

# Intellectual Control vs Physical Control

The establishment and maintenance of documentation that describes and accommodates access to the informational content of archival resources.

- Basic level of Description
- Occurs during accessing and processing
- Aids in Physical Control

\*SAA Dictionary of Archives Terminology

The establishment and tracking of the location of holdings in a repository's custody.

- Occurs during accessing and processing
- Room or shelf location
- Collection, box and folder location

\*SAA Dictionary of Archives

# Aids to Intellectual Control

- Donor Questionnaire
- Acquisition Proposal Form
- Deed of Gift

# Donor Questionnaire

## DONOR QUESTIONNAIRE

Thank you for your interest in donating to the Napa Valley Museum. In order to assist the Acquisitions Committee in making an informed decision about accepting the artifact(s) you may wish to donate, we ask that you fill out this questionnaire. Please also include photographs of the object(s) and any additional information you feel is relevant.

Once you return the questionnaire, the Acquisition Committee will determine whether the artifact(s) complement our collecting mission and whether we have the space to properly care for the items(s). Please be aware that curatorial decisions made during cataloging of new collections may also result in a few objects being deemed more appropriate for use in our education department or to be offered for sale to benefit the museum. This process may take up to two months to complete.

**NVM Collecting Focus:** *The Museum actively collects objects in the following general areas:*

- **Human History** – *objects relating to the material culture of the Napa Valley, including ethnological/archaeological artifacts of native people, folk culture materials of the traditional daily lives of the population of the Valley, and historical artifacts which illuminate the social/economic history of the people of Napa from early settlement to the present day.*
- **Art** – *both historical and contemporary with special reference to artists who live or have lived in the Napa Valley or used the Napa Valley as subject for their art.*
- **Science and Technology** – *includes artifacts relating to transportation, agriculture, viticulture, wine making, industrial technology, mining and other similarly significant areas in the development of the Napa Valley.*
- **Natural Sciences** – *examples of geology and biological material representative of the flora and fauna of the Napa Valley.*

# Donor Questionnaire

## Object Information

Please attach list and photographs (digital link, disk, or hardcopies)

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Are there any documents (such as photographs, letters, bill of sale, or newspaper articles) related to the item that you would like to include in the donation, or allow the museum to copy? The more information and documentation, the better use the Museum would be able to make of your donation:

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If the item is a photograph or collection of photos, is it captioned (the event or the people it depicts and/or the place and date it was taken)? ☐ Yes ☐ No Do you hold copyright? ☐ Yes ☐ No

## Previous/Original Owner's Information

Was there any previous owner? ☐ Yes ☐ No

Relationship to you:

Previous/original owner's name:

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Birth Date: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

Death Date: \_\_\_\_\_ Place of Death: \_\_\_\_\_

How did you acquire the object(s)?:

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Additional comments, memories, recollections, etc.:

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# Acquisition Proposal Form



## WAIKATO MUSEUM ACQUISITION JUSTIFICATION FORM (To be attached to accompanying Acquisition Proposal Form)

Brief background & statement of material: \_\_\_\_\_

(You may append supplementary information if available. *This is advised for high value items or items which make unusual demands on museum resources*)

1. This material meets the Museum Acquisition Policy: Yes ☐ No ☐  
This material meets the departmental collection plan: Yes ☐ No ☐  
If No, comment: \_\_\_\_\_

2. How does the material contribute to the Museum's research resources and activities? \_\_\_\_\_

Not applicable ☐

3. What is the display potential of this material? \_\_\_\_\_

None ☐

4. Is this acquisition associated with forthcoming exhibition programmes?

Yes ☐ No ☐ Not applicable ☐

If Yes, specify: \_\_\_\_\_

5. Conservation: are there any special staff/budget requirements?

Treatment: Yes ☐ No ☐ Handling: Yes ☐ No ☐ Packing: Yes ☐ No ☐

If Yes, specify: \_\_\_\_\_

6. Storage Requirements: these can be met within dept. resources:

(a) storage area Yes ☐ No ☐

(b) environmental requirements Yes ☐ No ☐

If No, comment: \_\_\_\_\_

7. Concept Leader requirements: these can be met with dept. staff/resources:

Yes ☐ No ☐

If No, comment: \_\_\_\_\_

8. Legal requirements/obligations arising from NZ/international legislation:

None ☐ As follows: \_\_\_\_\_

9. Are there any special issues to be noted which may restrict its use, e.g. Copyright, intellectual property rights, cultural restrictions, patents, etc.

Yes ☐ No ☐ If Yes, specify: \_\_\_\_\_

10. Additional comments/information: \_\_\_\_\_

# Deed of Gift



Dartmouth College Library

HANOVER NEW HAMPSHIRE 03755-3519

*Rauner Special Collections Library: Archives, Manuscripts, Rare Books*

6065 Webster Hall

TELEPHONE: (603) 646-2037 FAX: (603) 646-0447

## DEED OF GIFT

(Individual Gift)

I, the undersigned Donor, hereby donate and convey to the Trustees of Dartmouth College ("Dartmouth"), subject to the Terms and Conditions attached hereto, all right, title, and interest that I possess in the physical property described in Section 2 of this Deed, below.

### 1. Donor Information

Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Name of Spouse (if any): \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

E-mail address: \_\_\_\_\_

### 2. Description of the Property:

### 3. Date Dartmouth or its Agent Took Possession of Material:

### 4. Donor Acquisition Information:

The Property was acquired by Donor on (date) \_\_\_\_\_ by (check one below):

☐ Gift ☐ Inheritance ☐ Purchase ☐ Debt satisfaction

☐ Other: \_\_\_\_\_

### 5. Intellectual Property

2

#### A. Intellectual Property Interests:

This section deals with the copyright, literary rights, artistic rights, or patents (collectively, "Intellectual Property Rights") that may be associated with the physical materials being donated. Please check one of the following:

☐ I control the Intellectual Property Rights in some or all of the donated materials. (Please indicate below or on a separate page the materials for which you control the Intellectual Property Rights and the nature of your rights, e.g., copyright, sole/joint owner, heir, literary executor, etc.)

☐ I do not control Intellectual Property Rights in any of the donated materials.

☐ To the best of my knowledge, the Intellectual Property Rights are controlled by:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

#### B. Intellectual Property Conveyance:

If you have indicated that you own the Intellectual Property Rights in some or all of the donated materials, please check one of the following boxes (one box only):

☐ I have checked this box, indicating that I wish to transfer, convey and assign to Dartmouth all Intellectual Property Rights that I control in the above-described materials, subject to the limitations, if any, stated below.

Limitations, if any: \_\_\_\_\_

☐ I have checked this box, indicating that I do not wish to transfer Intellectual Property Rights, but I give permission for the Dartmouth College Library to make copies for users of the material for scholarship and research purposes.

### 6. Future Gifts

This instrument will also serve to convey any further gifts of materials that I wish to make to Dartmouth at a later date, and each gift will be described in an addendum.

Donor's Signature

Date

Jay Satterfield  
For Trustees of Dartmouth College

Date

# Appraisal

- the process of identifying materials offered to an archives that have sufficient value to be accessioned
- the process of determining the length of time records should be retained, based on legal requirements and on their current and potential usefulness
- the process of determining the market value of an item; monetary appraisal



General Services Administration. National Archives and Records Service. Office of Educational Programs. Education Division. ?-4/1/1985. Examination of a New Photo Accession. 1946-04. Retrieved from the Digital Public Library of America, <http://catalog.archives.gov/id/5928175>. (Accessed February 23, 2022.)

# Provenance

- the origin or source of something
- information regarding the origins, custody, and ownership of an item or collection

\*SAA Dictionary of Archives Terminology



# Elements of Archival Processing

# Survey

- Broad overview
- Examine what you know
- Examine what you have
- Create a processing plan



General Services Administration. National Archives and Records Service. Office of the National Archives. (9/19/1966 - 4/1/1985). Photograph of U.S. Food Administration Records. 1935-08-15. Retrieved from the Digital Public Library of America, <http://catalog.archives.gov/id/18519611>. (Accessed February 25, 2022.)



# What You Know

- Where did the collection originate? Who created the documents?
- Was the collection donated or purchased?
- Who donated/sold the collection?
- When was the collection acquired?
- Why was the collection acquired?
- What is included in the collection?
- How much was included, size-wise? (linear footage, container count, size of digital files)
- What types of material are included?
- Is there biographical information on the creator available?
- Are there any restrictions on access, usage, or copyright?
- What are the primary subjects documented?
- Where is the collection physically located?

# What You Have

- Count boxes and volumes (books)/items, comparing what you find to what the existing documentation suggests should exist.
- Review the existing container labels.
- Open containers to review the contents, noting whether existing container labels are accurate.
- Identify existing groups of related material
- Place new, temporary labels on boxes, indicating to which group of records the contents appear to belong.
- Using the information from the new box labels, establish a list of potential series and subseries into which the collection may be arranged.



Krohn, Donald. Boxes. 1948; 1949; 1950; 1951; 1952. Retrieved from the Digital Public Library of America, <http://content.mpl.org/cdm/ref/collection/swch/id/533>. (Accessed May 5, 2022.)



# Processing Plan

**What:** A processing plan lays out the work needed for a collection to be accessible and usable at a determined processing level.

**Why:** A processing plan documents the rationale for work performed on a collection, and allows for transparency of practice among archivists and between archivists and users.

**How:** A processing plan may be created for each collection worked on by an archivist. Its is particularly important for larger collections. The document may allow for input by staff.

# Description

- The process of creating a set of data representing an archival resource or component thereof
- The process of describing archival resources can include analyzing, organizing, and recording details about the formal elements of a record or collection of records, such as creator, title, dates, extent, and contents, to facilitate the work's identification, management, and understanding.

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Environmental Protection Agency. 12/2/1970. YOUNG WOMAN LOOKS AT A ROUTE MAP OF THE NEW YORK CITY TRANSIT AUTHORITY SUBWAY SYSTEM ON A PLATFORM ALONG THE LEXINGTON AVENUE LINE. 1974-07. Retrieved from the Digital Public Library of America, <http://catalog.archives.gov/id/556822>. (Accessed February 28, 2022.)

# Finding Aid

- A description that typically consists of contextual and structural information about an archival resource
- Helps the user find the needle in the haystack
- Saves the archivist from having to describe every item in the collection



Kenny Kangaroo during Pepsi promotion. 1975/1985. Retrieved from the Digital Public Library of America, <http://historicpittsburgh.org/islandora/object/pitt%3A20210315-hswp-1439>. (Accessed March 4, 2022.)

# Arrangement

- the process of organizing materials with respect to their provenance and original order, to protect their context and to achieve physical or intellectual control over the materials
- the organization and sequence of items within a collection

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Sorting Peaches. 1940 (ca.). Retrieved from the Digital Public Library of America, <http://name.umd.umich.edu/IC-SDLSVF-X-3340%5DBL005439>. (Accessed May 5, 2022.)

# Principles of Arrangement

- Provenance
- Original Order
- Levels of Arrangement

# Levels of Description

Archival records are described at various levels of aggregation:

1. Collection
  - i. Series (and subseries if applicable)
    1. File Unit
      - a. Item

# For Example: Annette L. Flugger Papers (DPL)

1. Annette L. Flugger Papers
  - a. Series 1 William Vogt
  - b. Series 2 Annette Flugger
  - c. Series 3 Conferences
  - d. Series 4 Pan American Union
  - e. Series 5 Photographs

1. Annette L. Flugger Papers
  - a. Series 1 William Vogt
    - i. William Vogt - correspondence
      1. Vogt, William - A:  
correspondence sent, received,  
1943-1953
      2. Vogt, William - B:  
correspondence sent, received,  
1943-1954
      3. Vogt, William - C:  
correspondence sent, received,  
1944-1954

# For Example: Mary O. Davis Collection

## Contents List

FF	Folder title	Date
1	Booklet, Ritual of the Grand Army of the Republic	1898
2	Booklet, Patriotic Selections for Memorial Day, Flag Day and other Patriotic Anniversaries	1909
3	Booklet, Official Roster of the G.A.R. Department of Colorado and Wyoming	1931
4	Booklet, Andersonville Prison Park	1940
5	Bound Book, The Torch Bearers, from 1866 to 1951 [inscribed by Mary O. Davis	n.d.
6	Small, ringed notebook [handwritten interspersed with clippings; the theme patriotism	n.d.
7	Ephemera	n.d.



# Levels of Arrangement

Level	Arrangement	Actions
Collection Level	Material is left in its original order	Rehouse into standard sized boxes-- no rehousing of individual files. Check for mold, pests, and nitrate film.
Series Level	Put series and boxes and/or volumes into rough order.  Folder material that is not foldered, remove materials from binders if binders prevent the closing of boxes.	Rehoused into standard sized boxes.  Check for mold, pests, and nitrate film. Note presence of A/V material and digital media
File Level Condition 1 (when material arrives foldered)	Put series and folders or volumes in order within boxes. Do not order or arrange material within folders.	Materials rehoused into archival boxes; refoldering into archival folders only if originals are damaged or do not fit; Check for mold, pests and nitrate film. `
File Level Condition 2 (when material does not arrive foldered)	Items identified, roughly sorted and placed into folders.	Materials rehoused into archival boxes; everything put into archival folders; Check for mold, pests and nitrate film
Item Level	Individual items arranged within folders or individually foldered.	Materials rehoused into archival boxes, items refoldered into archival folders.

- Quigley, Sarah. Archival Processing – Principles and Practical Strategies. Connecting to Collection Care. 5 Sept. 2019. Webinar. Slide 20.

# Determining Levels of Arrangement and Description

- Guidelines for Efficient Archival Processing in the University of California Libraries. May 2020. Page 31. CC BY-NC-SA 4.0

Level of Effort	Level of Control	Description	Physical Arrangement	Preservation	Appraisal
Minimal	Collection Level	Collection-level MARC and EAD record (DACS single-level required). Box list optional; repurpose existing description. Extent statement(s) inclusive of audiovisual and digital materials when present.	As is	Rebox if current housing is unserviceable.	Appraise in bulk; do not weed. For collections with privacy concerns throughout, restrict collection and review for use on demand.
Low	Series or Subseries Level	Collection-level MARC record; plus brief EAD finding aid with series/subseries descriptions and minimal box list. Repurpose existing description. Extent statement(s) inclusive of audiovisual and digital materials when present.	Put series and/or boxes in rough order. Arrange materials needing reformatting or mediated access (such as AV and born-digital) together to facilitate future work.	Replace damaged boxes. House loose items. Replace folders, binders, or envelopes only if unserviceable.	Appraise series, subseries, or discernible chunks; avoid finer levels of weeding. For series with privacy concerns throughout, restrict series and review for use on demand.
Moderate	Folder Level (expedited)	Collection-level MARC record; plus brief EAD finding aid with series/subseries descriptions, and container list with some file-level descriptions. Include carrier-level inventory of audiovisual and born-digital material.	Within series, put folders in rough order (preserve existing order when usable). Organize loose items.	Replace boxes. Retain good existing folders and labels. Selectively perform preservation actions. Rehouse/sleeve AV and born-digital material in poor housing. Reformat prioritized audiovisual material.	Appraise at the folder level; do not weed items. Segregate folders with privacy concerns.
Intensive	Folder Level (traditional)	See Moderate level (above) and add: Robust top-level notes, and container list with fairly detailed and refined file-level titles and descriptions. Include carrier-level inventory of audiovisual and born-digital material.	Within series, put folders in order. Impose new organizational scheme or make significant improvements to enhance ease-of-use. Organize loose items.	Replace boxes and folders. Selectively perform preservation actions for fragile or valuable items. Reformat audiovisual material.	Appraise at the folder level; do not weed items. Segregate folders with privacy concerns.
Highly Intensive	Item Level	See Intensive level (above) and add: detail in description throughout container list for files and some individual items, and enrich explanatory and contextual notes.	Items are placed in a defined, standardized order within boxes and folders.	Replace boxes and folders. Address all housing or preservation needs for fragile items. For extremely high priority content, transcribe audiovisual material.	Item-level appraisal and weeding appropriate. Segregate items with privacy concerns.

# Determining Levels of Arrangement and Description

- Guidelines for Efficient Archival Processing in the University of California Libraries. May 2020. Page 32. CC BY-NC-SA 4.0

Level of Effort	Level of Control	Typical Collection Attributes
Minimal	Collection Level	<ul style="list-style-type: none"> <li>Recent accessions (all accessions get minimal description upon receipt).</li> <li>Collections less than 2 linear feet.</li> <li>Collections with low research value or little expected use.</li> <li>Collections with no donor-imposed restrictions.</li> <li>Collections with simple organizational schemes.</li> <li>Collections with uniform kinds of materials or subjects.</li> <li>Collections with special formats (i.e. VHS, CDs, floppy disks) that do not contain media markings or labels.</li> <li>Collections with low risk copyright issues and do not contain sensitive, confidential, or personally identifiable information.</li> </ul>
Low	Series or Subseries Level	<ul style="list-style-type: none"> <li>Collections greater than 2 linear feet.</li> <li>Collections with low to medium research value and expected research use less than every few years.</li> <li>Collections with potentially high research value or use that need expedited processing to get materials into the hands of users quickly. Patterns of use may be tracked for making further processing decisions.</li> <li>Series of any size with adequate existing order, description, and housing.</li> <li>Series for which a succinct scope and content note in place of a folder list would offer adequate information for discovery.</li> <li>Series of any size in which content or format (i.e. VHS, CDs, floppy disks) is uniform and the existing arrangement is adequate for finding material, appropriate to the anticipated level of use.</li> <li>Series with low research value, even if the content and/or formats are highly varied.</li> <li>Collections lacking discernible order for which a rough sort of materials enables use.</li> </ul>
Moderate	File Level (expedited)	<ul style="list-style-type: none"> <li>Collections with moderate to high research value and expected research use at least once per year.</li> <li>Series or collections with serviceable existing housing, organization, and/or description.</li> <li>Series where the content and/or formats are highly varied.</li> <li>Collections that have easily identifiable restrictions.</li> <li>Collections that may contain copyright issues and/or sensitive, confidential, or personally identifiable information.</li> </ul>
Intensive	Folder Level (traditional)	<ul style="list-style-type: none"> <li>Collections with high research value and expected research use on a regular basis.</li> <li>Collections or series with little to no original order or housing.</li> <li>Collections or series with a wide variety of topics or material types.</li> <li>Collections or series with privacy issues, where restricted materials are scattered throughout.</li> <li>Collections that have known and limited copyright, privacy, and legal concerns.</li> </ul>

# Physical Arrangement



# Physical Arrangement



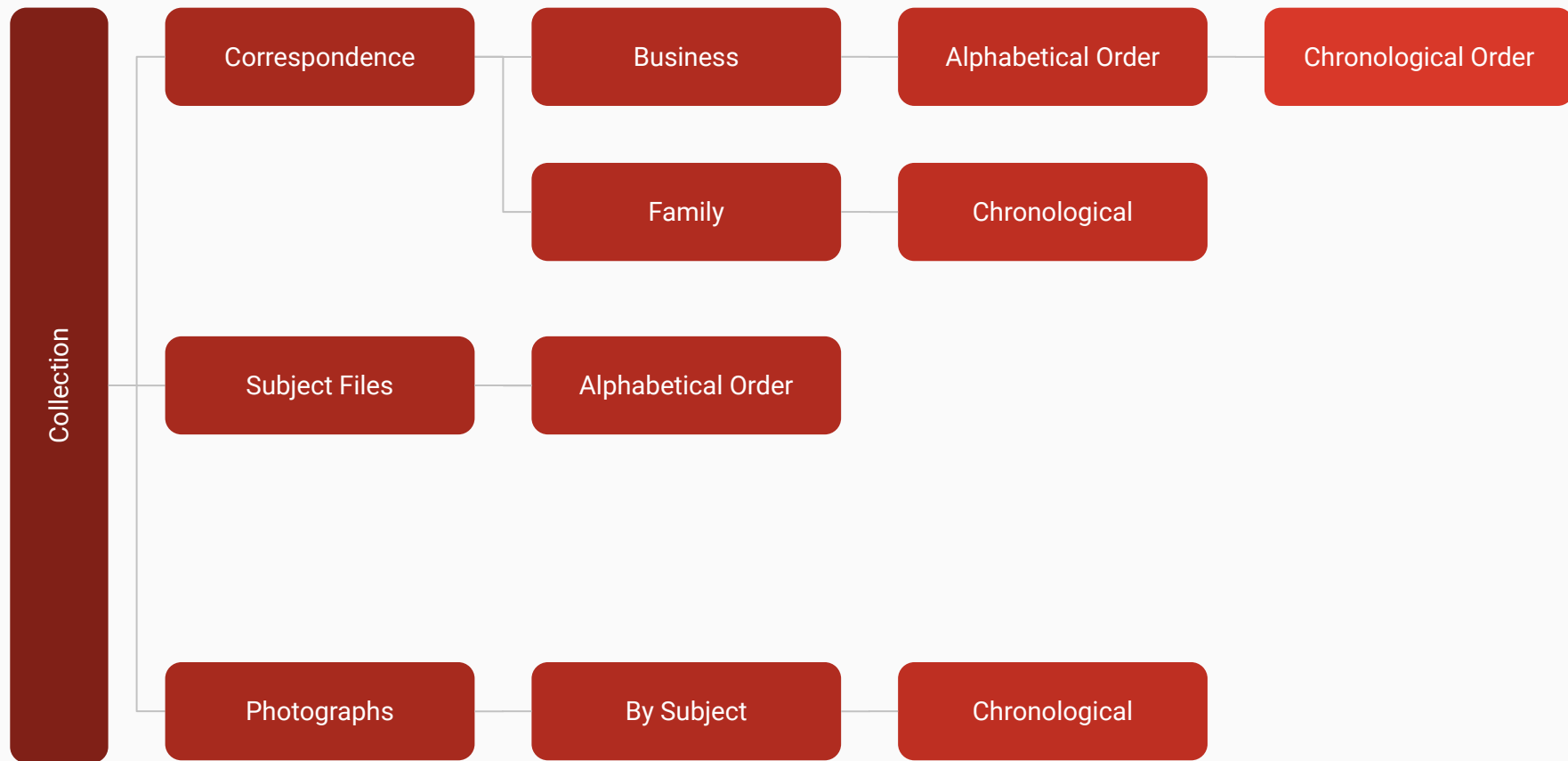
Delaware County, Indiana records. circa 1970s. Retrieved from the Digital Public Library of America,  
<http://dmr.bsu.edu/cdm/ref/collection/MunHisPhoto/id/1590>. (Accessed March 4, 2022.)



Stacks in the east room of the UW-Parkside archives. 1973. Retrieved from the Digital Public Library of America,  
<https://digital.library.wisc.edu/1711.dl/M35W50VC2UCHQ8M>. (Accessed March 4, 2022.)



Images: <https://twitter.com/thearchives/status/1248355229617262600>;  
<https://www.nypl.org/blog/2012/03/26/transmissions-timothy-leary-papers-archival-processing>;  
<https://bmrc.lib.uchicago.edu/resources/legacy-management-resources-portal/guide-managing-your-archives/>



# Rehousing





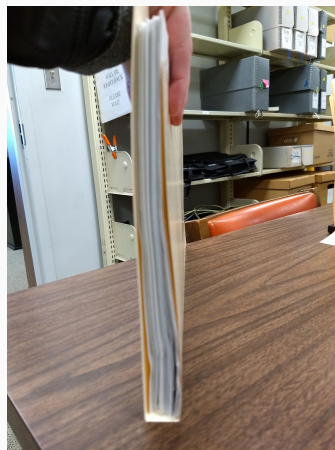
ShortName      MSS #####  
Box              Folder

Folder title: Be descriptive, yet concise

dates

Series  
Subseries  
Et cetera

additional notes as needed



# Storage

# Temperature and Humidity

- Temperature should be below 75 degrees Fahrenheit (F).
- Relative Humidity (rH) should be below 65%
- BUT above 15%



Naval Air Material Center, United States. Navy. Establishment of constant humidity condition for the evaluation of experimental humidity indicators. 1958. Retrieved from the Digital Public Library of America, <https://digital.sciencehistory.org/works/5425k973n>. (Accessed May 25, 2022.)

# Other Considerations.....

- Store items out of damp basements, garages, and hot attics.
- Keep items away from sources of leaks and floods, such as pipes, windows, or known roof leaks.
- Store items on a shelf so they don't get wet.
- Store items away from food and water which are attractive to insects and rodents.

# Elements of Description

# Elements of Minimum Description

- Reference Code Element
- Name and Location of Repository
- Title
- Date
- Extent
- Name of Creator(s) and Subject
- Abstract or Scope and Content Note
- Conditions Governing Access
- Languages of the Material

# Minimum Description

## Summary Information

**Repository:** Denver Public Library, Western History and Genealogy

**Creator:** Farrell, Louise Smith, 1869-1940

**Title:** Louise Smith Farrell Papers

**Identifier:** WH2446

**Date:** 1911-1937

**Physical Description:** 1 box (.25 linear feet)

**Language of Materials:** English

## Conditions Governing Access

The collection is open for research.

# Dates

- 1785-1960, bulk 1916-1958
- 1942-1998, predominant 1975-1991
- 1827, 1952-1978
- 1975, 2002
- 1975 March-August



Colorado Historical Society

## **Edward P. and Mabel Cory Costigan Collection**

1889-1965, bulk 1900-1940

1.0 Linear Feet

**Mss. 1785**

### **Abstract**

Edward P. Costigan was a United States Senator (1931-1937) and a leader in the Progressive movement in Colorado. Mabel Cory Costigan was an influential woman in various political and social causes at the local, state, and national level. The collection contains documents relating to the couple's public and private affairs.

# Scope and Content Note

## Scope and Content

This collection contains written and printed material collected by or related to Edward P. Costigan and Mabel Cory Costigan. Correspondence includes letters between the two, both before and after their marriage in 1903. One of the highlights of the collection is Mrs. Costigan's set of letters from famous and influential people including H.G. Wells, Pearl S. Buck, and Eleanor Roosevelt. Scrapbooks composed by Mrs. Costigan document the public careers of her husband and herself through hundreds of newspaper clippings. Later, published works document the political work of the Senator and his contributions to the Progressive movement. Also included is some miscellaneous material about Mrs. Costigan's extended family. The collection has been divided into seven series: Correspondence, Printed Material, material related to the Deaths of the subjects, Miscellaneous, Scrapbooks, Books, and Sound Recordings. Material within each series is arranged in chronological order.

# Additional Descriptive Elements

- Biographical notes
- Arrangement notes
- Processing notes
- Related material notes
- Provenance notes
- Subjects Terms

# Biographical/Historical Note

Lydia Maria Ring Collection

## Biographical note

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Lydia Maria Ring was born in Greensboro, Vermont on October 26, 1814. Little is known about her childhood in Vermont. At some point her family moves to Boston, Massachusetts. Ring moved to Kansas in 1858 where she spent nine months, establishing a private school in Grasshopper Falls and then opened a school in Leavenworth. She departed Leavenworth on April 23, 1860 in a prairie schooner, driven by twelve yoke of oxen, a trip that took 42 days. Her purposes in going was to "open a school, hoping that by doing so to secure a few nuggets, so determined to join the Great Rush."

Lydia Maria Ring was one of the first teachers to organize and teach school in Denver. She opened the third private school in Denver sometime after her arrival in Denver in late May of 1860, after teachers Owen J. Goldrick and Indiana Sopris Cushman opened their own schools. Ring was said to have been a more experience teacher then her predecessors and she continued to teach the longest. She may have left Denver around 1870-1871.

Her first school was located at today's 14th and Market Streets, on the bank of the Cherry Creek. One of her former students wrote of the school, "It had been chinked and daubed, but in places the daubing had fallen out until we could put our hands through the opening. We sat on pine benches, with box-like desks of the same." Shortly after Ring moved her school to a better building at 16th and Market Streets. It appears as if she taught there for the next four years teaching the children of Denver's notable families.

Little is known about Ring's time in Denver. By all accounts she was part of early Denver's popular society and was well liked. One of her former students described her as, "good and kind and her pupils loved her and learned fast. If anything was going on at the home of one of them it was never complete without her. She was a great favorite of young and old." After closing her school Ring returned to Kansas to live with her niece. She returned to Denver once possibly around 1888 and was "given a most cordial reception." Lydia Maria Ring died in Kansas on March 12, 1899.

# Arrangement Note

## Arrangement note

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The collection materials are arranged in four series:

Series I: Biographical Material; Series II: Literary Material; Series III: Scrapbook; and Series IV: Photographs



# Provenance Note and Processing Information Note

## Lydia Maria Ring Collection

### Provenance

These items were donated by Fannie Clark Wigginton, daughter of George T. Clark and Katherine M. (Goss) Clark. It is likely that Katherine and her sisters, who arrived in Denver in 1859, were students of Ring. They were most certainly good friends. Ring most likely gave the items in this collection to Katherine Clark. There is a faint inscription on the back of the photograph.

Fannie Wigginton donated the photograph (H.1185) on September 9, 1937. According to *The Colorado Magazine* (v. 6, Sept. 1929), Fannie donated to the Historical Society items of her father's that included a proclamation (OH.137) and Lydia Maria Ring's autograph book in September of 1929. The proclamation was accessioned as OH.137 and it has been determined that the autograph book should be included as part of that accession.

### Processing Information note

Processed by Leigh Jeremias, March 2013.

# Related Material Note and Subject Terms

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## Related Materials

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### Related Material note

See also Manuscript collections: Owen Goldrick collection, Mss.02247 and Indiana Sopris Cushman, Mss.01070. Also 1928.2, part of the artifact collection.

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## Indexing Terms

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### Subjects - Family Names

- Kassler family
- Sopris family

### Genres and Forms of Materials

- Autograph books
- Photographs.

### Subjects - People

- Anthony, Webster D., 1838-1896
- Bailey, A. W.
- Brancroft, F. J., (Frederick Jones), 1834-1903
- Byers, Wm. N., (William Newton), 1831-1903
- Chamberlain, William G., (William Gunnison), 1815-1910
- Clark, George T., 1837-1888
- Clark, Katherine M., 1843-1929
- Deitsch, Isidor, abt 1833-
- Hallet, Moses, 1834-1913

# Catalog Record with a Finding Aid

Title: Daniel Grove papers, 1941-2000 [*manuscript*].

Author: Grove, Daniel, 1923-1999.

Call Number: C MSS ARL35

Web Site: Finding aid in repository and online.

Publisher, Date: 1923-1999.

Description: .75 linear ft. (2 boxes), 1 oversize folder, 1 oversize folio, 1 audiovisual envelope.

Organized into 5 series: 1. Career, 1959-1983. 2. Personal, 1947-2000. 3. Photographs, 1941-1990. 4. Audio-Visual, n.d. 5. Oversize, 1950-1968.

Bio/Organization Note: B. Milport, Alabama. Attended Stillman College, Tuscaloosa, Alabama. Relocated to Denver, Colorado in 1950. Retired as a major in the Army Medical Service Corps. Colorado State Legislator (1964-1968). First African American to serve in Denver, Colorado juvenile court system. Appointed to Colorado Adult Parole Board, served from 1974-1984. Commissioner of the Denver Housing Authority. Participant in the 1965 Civil Rights March in Montgomery, Alabama.

Summary: This **collection** contains papers relating to Daniel Grove's personal and professional life including newspaper clippings, certificates, brochures, photographs and a reel-to-reel tape. The papers range from 1941 to 2000.

Subjects: Grove, Daniel, 1923-1999 -- Archives.

Colorado. General Assembly. House of Representatives -- Archival resources.

African American legislators -- Colorado.

Notes: Contact Blair-Caldwell African American Research Library, Denver Public Library, Denver, Colo.

B. Milport, Alabama. Attended Stillman College, Tuscaloosa, Alabama. Relocated to Denver, Colorado in 1950. Retired as a major in the Army Medical Service Corps. Colorado State Legislator (1964-1968). First African American to serve in Denver, Colorado juvenile court system. Appointed to Colorado Adult Parole Board, served from 1974-1984. Commissioner of the Denver Housing Authority. Participant in the 1965 Civil Rights March in Montgomery, Alabama.

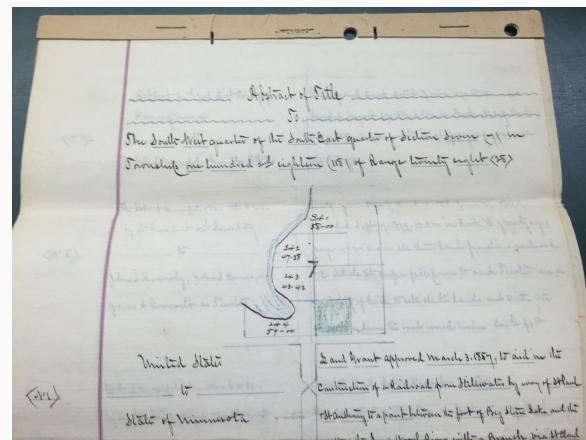


# Archival Processing Workflow

1. Review Collection Documentation
2. Conduct Research About the Creator/Subject
3. Locate and Pull All Containers
4. Physically Survey the Collection
5. Create a Processing Plan
6. Arrange and Rehouse Collection to Approved Level
7. Describe the Collection - Finding Aid
8. Final Cataloging and Website Deploy



CSU Dominguez Hills - Archives



# Family Archival Collection

- Historically significant
- Items from 4 different family members
- Business and personal correspondence and diaries - .5 linear ft
- No order or description
- Not properly stored
- No online access

1. Review documentation and research creators
2. Locate and survey the items
3. Create a processing plan
4. Arrange and rehouse
5. Create finding aid (describe)
6. Create the catalog record (describe)
7. Select items for digitization
8. Item-level catalog digitized items

# Photographs

- 500+
  - Donated at various times by various people
  - Documentation is scarce
  - Variety of subject matter
  - Not properly stored
  - No online access
1. Inventory - Excel spreadsheet
  2. Note basic descriptive information (description)
  3. Rehouse
  4. Select items for digitization
  5. Item-level catalog digitized items (description)

# Land Title Abstracts

- 15
- Donation information unknown
- Not properly stored
- No online access

1. Rehouse
2. Digitize
3. Item-level catalog (describe)

# Words to Live By

- Start Small
- Keep it Simple
- Be Flexible
- Do your best

# Resources

- Dictionary of Archives Terminology: <https://dictionary.archivists.org/>
- [Guidelines for Efficient Archival Processing in the University of California Libraries](#). May 2020. CC BY-NC-SA 4.0
- [Describing Archives: A Content Standard. Version 2021.0.0.2](#)



# Share Your Story

## A Toolkit for Creating & Promoting Digital Collections

**SHRAB Workshop - Cheyenne, WY, 6/21/22**

Amy Hitchner, Metadata & Integration Services Consultant, Colorado State Library

# Session Agenda

1. Framework for selecting items and copyright considerations
  - a. Exercise 1: Copyright Evaluation
2. Basics of digital capture for preservation and access
3. Description of historic collections (metadata)
  - a. Exercise 2: Description
4. How to share your collection with your community near and far

# What digitization can do for your collection

- Increase traffic to your collections and therefore your institution
- Engage users
- Increase your patron base
- Enhance the context of your collection
- Promote your collection, institution, community, and shared history



"WELCOME TO WYOMING". (C78-46) INSTALLING NEW SIGN WITH BUCKING HORSE AND STATE OUTLINE,  
courtesy Wyoming State Archives

# Selection



*Wolfer's Grocery Store.* Courtesy Colorado State University. Libraries, <https://mountainscholar.org/handle/10217/36722>

## Selection: How to Choose?

1. Who values this object?
2. Why is this important to digitize?
3. How will you get it done?
4. What are the rights held over the objects?

*Tip: Start Small and Iterate*

# Copyright Evaluation

Part of Selection



*Young woman looks at a route map.* Courtesy National Archives,  
<https://catalog.archives.gov/id/556822>



# What is Copyright?

- An exclusive set of rights granted to the creators of original literary or artistic works.
  - *Exclusive rights* include the right to copy, adapt, translate, arrange, distribute, publicly perform, or otherwise use the work.
- Granted automatically at the moment the work is created.
- Does not cover facts or ideas.
- Balanced by exceptions and limitations (i.e. Fair Use) that serve the public interest.

# Can I share it?

Evaluating the Four  
Factors of Fair Use

1. Purpose/Character
2. Nature of Work
3. Amount Used
4. Market Impact



# Exceptions

for Libraries and  
Archives

U.S. Copyright Law, Section 108

- Preservation
- Replacement
- Patron Access

# Describing Rights

Send requests to address given. Or contact us via

[http://www.usc.edu/libraries/archives/arc/libraries/eastasian/japan/index.p](http://www.usc.edu/libraries/archives/arc/libraries/eastasian/japan/index.php)

[hp](http://www.usc.edu/libraries/archives/arc/libraries/eastasian/japan/index.php) Phone (213) 740-1772.

USC Libraries. East Asian Library

Doheny Memorial Library, Los Angeles, CA 90089-1825

[Http://www.usc.edu/libraries/archives/arc/libraries/eastasian/japan/index.](http://www.usc.edu/libraries/archives/arc/libraries/eastasian/japan/index.php)

[php](http://www.usc.edu/libraries/archives/arc/libraries/eastasian/japan/index.php)



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All requests to reproduce, publish, quote from, or otherwise use collection materials must be submitted in writing to the Head of Public Services, The Bancroft Library, University of California, Berkeley 94720-6000. See:

<http://bancroft.berkeley.edu/reference/permissions.html>

## Ditch, Court and Graves ditch and culvert under road, 1890



Object ID	HF.00071
Individual ID	HF71
Object Name	Print, Photographic
Description	
Copyright	All rights belong to the [REDACTED] Historical Society without restriction.
Properties & Locations	
People	
Photograph Category	Agriculture
Collection	[REDACTED] HF Photograph Collection
Photograph Date(s)	

## Map of North and South Carolina



[View Full Item](#) 

Created Date 1787

Description Scale [ca. 1:3,484,800]

Creator Denison, J

---

Partner [South Carolina Digital Library](#)

Contributing Institution [University of South Carolina. South Caroliniana Library](#)

Subjects [South Carolina--Maps--Early works to 1800](#)  
[North Carolina--Maps--Early works to 1800](#)

Location [North Carolina](#)

Type [image](#)

Format [Maps](#)

Language [English](#)

URL <http://digital.tcl.sc.edu/cdm/ref/collection/sclmaps/id/10>

Rights [Digital Copyright 2013, The University of South Carolina. All rights reserved. For more information contact The South Caroliniana Library, University of South Carolina, Columbia, SC 29208](#)

In *Bridgeman Art Library v. Corel Corp.* (1999), the U.S. District Court ruled that no new copyright could be claimed for making an exact copy of a public domain work because it does not introduce an element of originality.



# 12 Standardized Statements - RightsStatements.org

- In Copyright
- In Copyright - EU Orphan Work
- In Copyright - Educational Use Permitted
- In Copyright - Non-Commercial Use Permitted
- In Copyright - Rights Holder(s) Unlocatable or Unidentifiable
- No Copyright - Contractual Restrictions
- No Copyright - Non-Commercial Use only
- No Copyright - Other Known Legal Restrictions
- No Copyright - United States
- Copyright Not Evaluated
- Copyright Undetermined
- No Known Copyright



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<http://rightsstatements.org/vocab/InC/1.0/>

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# Exercise 1: Copyright Evaluation



# Life + 70

When ***unpublished*** works enter the Public Domain

# Unpublished Works

## Never Published, Never Registered Works<sup>2</sup>

Type of Work	Copyright Term	In the public domain in the U.S. as of 1 January 2022 <sup>3</sup>
Unpublished works	Life of the author + 70 years	Works from authors who died before 1952
Unpublished anonymous and pseudonymous works, and works made for hire (corporate authorship)	120 years from date of creation	Works created before 1902
Unpublished works when the death date of the author is not known <sup>4</sup>	120 years from date of creation <sup>5</sup>	Works created before 1902 <sup>5</sup>

<https://copyright.cornell.edu/publicdomain>

# 1926

When ***published*** works enter the Public Domain as of Jan 1, 2022

# Definition of Published Work

To publish a work is to **distribute copies** ... to the public **by sale** or ... to a group of persons **for purposes of further distribution**, public performance, or public display. A public performance or display of a work does not of itself constitute publication.

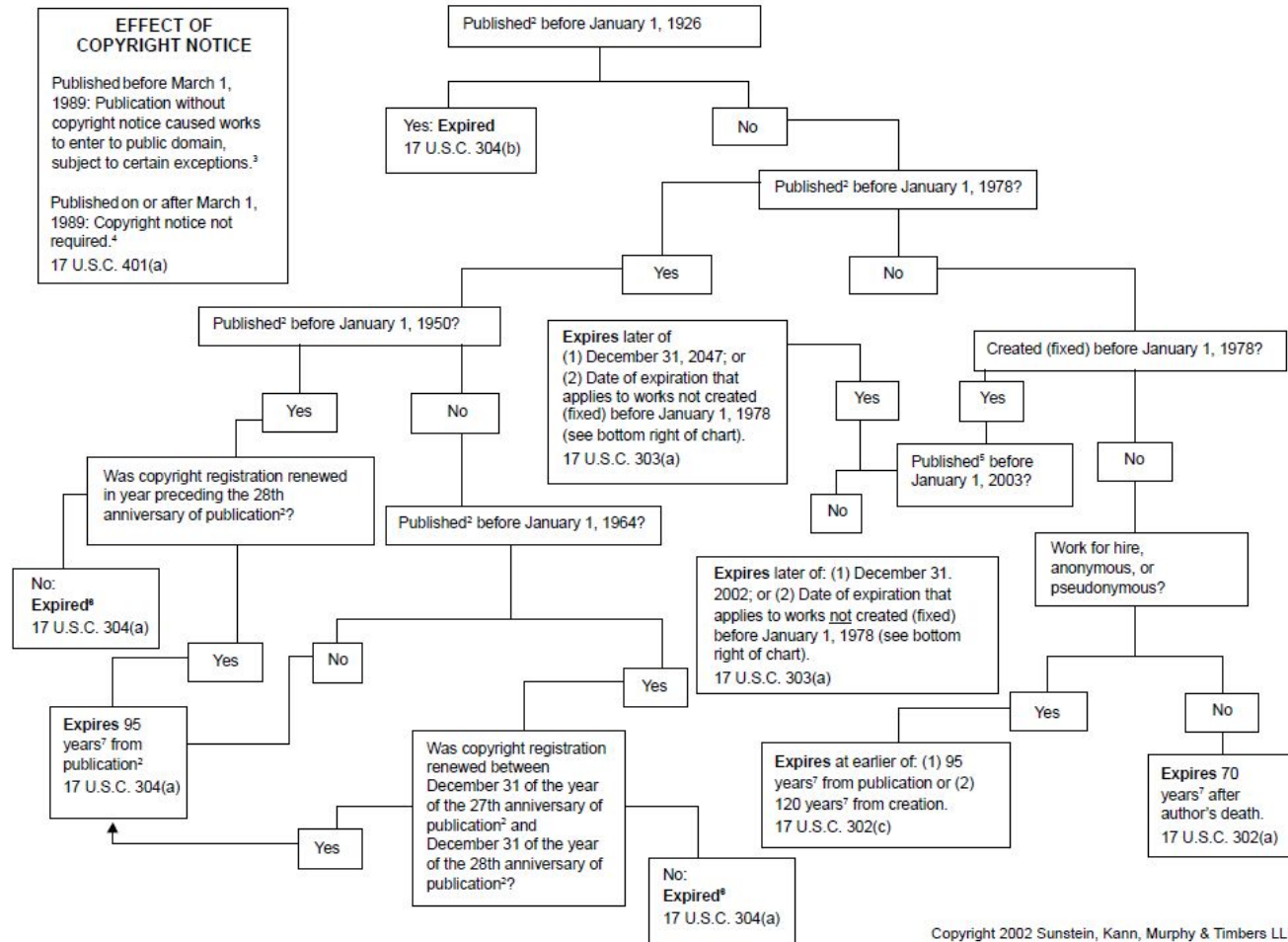
U.S. Copyright Definitions

Of note:

- Publishing requires the owner's authorization
- Distributing even one copy could constitute publishing



## FLOWCHART FOR DETERMINING WHEN U.S. COPYRIGHTS in FIXED<sup>1</sup> WORKS EXPIRE



## Published between 1978 and March 1, 1989

A work created after 1977 and published with a copyright notice expires 70 years after the death of the author.

If it is a work of **corporate authorship**, then expiration is 95 years from publication date or 120 years from creation date, whichever comes first.

Found 2 record(s)



Notes

See CD DFA00006 for  
archival image

**Object Name**

French Crayon Drawing

**Title**

Painting of Jean Hawkins and Adele Hawkins

**Maker**

Unknown Maker

**Dates**

1896-1910

**Subject**

Jean Hawkins , Adele Hawkins , beads , pin , Dresses ,  
necklace

**Description**

Portrait is of Jean and Adele Hawkins, daughters of Dr. and Mrs. Hawkins. Jean on the left has long brown curls, blue eyes. She is wearing a white high neck dress with a gold design on the sleeves and bodice. A pin is at the bottom of the turned down collar and a gold heart pendent hangs down on the bodice. Adele on the right has short light

## Example 1

In Copyright Today? **Yes**

When did/does it Expire? **1910 + 120 = 12.31.2030**

Rights Statement? **In Copyright**



XXXI ▼ ▲ XXXI

#### ▼ Description

**Call Number** MCC-4291

**Title** Group in front of 2104 Glenarm Place

**Creator** McClure, Louis Charles, 1867-1957.

**Date** [1900]

## Example 2

In Copyright Today? **Yes**

When did/does it Expire? **1957 + 70 = 12.31.2027**

Rights Statement? **In Copyright**

# HISTORY OF KIT CARSON COUNTY, COLORADO

by  
Kit Carson County History Book Committee

ISBN: 0-88167-118-8

Copyright © Curtis Media Corporation — 1988

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## Hint

A work created after 1977 and published with a copyright notice expires 70 years after the death of the author.

If it is a work of **corporate authorship**, then expiration is 95 years from publication date or 120 years from creation date, whichever comes first.

<https://copyright.cornell.edu/publicdomain>

## Example 3

In Copyright Today? **Yes**

When does/did it Expire? **1988 + 95 = 12.31.2083**

Rights Statement? **In Copyright - Rights-Holder(s) unlocatable or unidentifiable**



**Object Name**

negative

**Title**

Family group standing before tent

**Maker**

Lillybridge, Charles S., 1849-1935

**Dates**

1904-1915

## Example 4

In Copyright Today? **No**

When does/did it Expire? **1935 + 70 year = 12.31.2005**

Rights Statement? **No Copyright -United States**

# Copyright Resources

- *Copyright and Cultural Institutions. Guidelines for Digitization for U.S Libraries, Archives, & Museums*, by Peter B. Hirtle, Emily Hudson, & Andrew T. Kenyon
- Copyright at Cornell Libraries
- Copyright Flowchart, Sunstein LLP
- Copyright Renewals, Stanford Libraries
- DPLA Rights Portal
- Fair Use Checklist, Columbia University
- RightsStatements.org
- Rights Review: An approach to applying Rights Statements, UMN

# Digital Capture and Storage

- What is Digital Capture (aka Digitization, Digitalization, Reformatting)?
  - Philosophy of Digital Capture
  - Digital Capture vs. Preservation
- Digital Capture Process & Steps
- To Outsource or not to Outsource?

# What is Digital Capture?

- Usually called “**digitization**”
- Two basic types:
  - *Analog to Digital*. Turning a tangible (analog) object into a computer file (digital object)
  - *Digital to Digital*. Converting a digital file from one format to another format, usually for better access



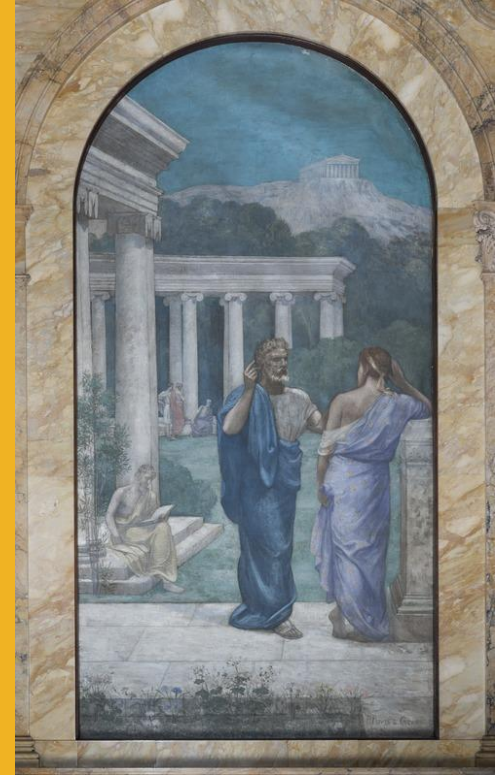
# Principles of Digitization

Digitize/Reformat once

- Less handling = less wear
- Do it right the first time
- Digitize for the future. Highest quality you can afford

Digitizing/Reformatting costs money!

- Equipment
- Time
- Storage space



*Philosophy.* Courtesy of Digital Commonwealth (Mass.)  
<https://www.digitalcommonwealth.org/search/commonwealth:sq87dv68x>

# Other Considerations when Digitizing

- Lots of project variables
  - Materials
  - Staffing/training
  - Equipment
  - Storage
- No “Digitization for Dummies” book!
- Pursue support options before going solo



Science Fair Rocket. Courtesy of Orange County Public Libraries  
<https://cdm16838.contentdm.oclc.org/digital/collection/p16838coll1/id/3935>

# Digital Capture is not Digital Preservation

- Digitization ≠ preservation
- Digital preservation is a long-term, active process
- A Content Management System (CMS) is not an archive

# Digital Capture does not replace Physical Preservation



- Disposing of physical content once digitized: **bad idea**
- Develop appropriate processes for preserving analog objects

# Digital Capture

Nuts and Bolts



*Self portrait of Francis Lane.* Courtesy of Park County Archives, Wyoming

# Process Basics

1. Create master (uncompressed) file.
  - a. For analog content: Scan/sample
  - b. For born-digital content: Convert
2. Name the file in a consistent way.
3. Perform quality control; edit as needed.
4. Save master on stable, long-term storage.
5. Create derivative or access file.
6. Share access files as needed.

# Equipment Needed to Create Master (Archival) File

- Scanners (flatbed)
- Adapters for using negatives or slides
- Specialized scanners
  - Overhead scanners
  - High-speed book scanners
  - Microfilm scanners
  - Slide scanners
- Computers with adjustable monitors



# CSL Digitization Kits and equipment for lending

## Digital Creation Kits

- Photo Scanner
- Voice Recorder
- Laptop
- Peripherals

## Storytelling Kits (Coming Soon!)

- iPad & Stand
- Microphone



<https://cslkits.cvlites.org/digitization-kits/>



# Wyoming Digitization Kits

Sara Davis

State Archivist

Wyoming State Archives

Travis Pollock

Digital Collections/Legislative Librarian

Wyoming State Library

# Standards and Best Practices for Digital Imaging

## BCR's CDP Digital Imaging Best Practices Version 2.0

- Color calibration
- Bit depth
- Sampling rate
- File formats
- Compression
- Spatial resolution



# Standards and Best Practices for Digital Imaging - Vocab

Bit Depth	Bit depth quantifies how many unique colors are available in an image's color palette in terms of the number of 0's and 1's, or "bits."
Compression	The reduction of image file size for processing, storage, and transmission. The quality of the image may be affected by the compression techniques used and the level of compression applied.
Spatial Resolution	Resolution determines the quality of an image. Spatial Resolution takes into account the PPI (Pixels per Inch) and size of the original object to determine the resolution needed to accurately capture as much information about the original object as is available.

# Bit Depth

1 Bit Bitonal	2 colors; usually black or white		
8 Bit Grayscale	256 shades of gray		
48 Bit RGB	2800 times one trillion colors and shades of gray		

# Compression

		
JPEG High Compression Low Quality 5 kilobytes	JPEG Medium Compression Medium Quality 10 kilobytes	JPEG Low Compression High Quality 82 kilobytes
<i>Detail of Serene Donner in a Picture Hat, 1910</i> courtesy Ira M. Beck Memorial Archives, University of Denver		

# Resolution



Captured at 50  
PPI



Captured at 150 PPI



Captured at 600 PPI

# Standards and Best Practices for Digital Imaging

PHOTOGRAPHS			
	Master/Preservation	Access	Thumbnail
File Format	TIFF	JPEG	JPEG
Bit Depth	16 bit grayscale 48 bit color	8 bit grayscale 24 bit color	8 bit grayscale 24 bit color
Spatial Resolution	400 to 800 PPI	150 to 200 PPI	144 PPI
Spatial Dimensions	4000 to 8000 pixels across the long dimension, excluding mounts and borders	600 pixels across the long dimension	150 to 200 pixels across the long dimension

# Standards and Best Practices for Digital Imaging

## ARTWORK/3-DIMENSIONAL OBJECTS

	Master/Preservation	Access	Thumbnail
File Format	TIFF	JPEG	JPEG
Bit Depth	48 bit color	24 bit color	24 bit color
Spatial Resolution	Device Maximum	300 PPI	144 PPI
Spatial Dimensions	100% of original	600 pixels across the long dimension	150-200 pixels across the long dimension



# Standards and Best Practices for Digital Imaging

TEXT			
	Master/Preservation	Access	Thumbnail
File Format	TIFF	JPEG	JPEG
Bit Depth	1 bit bitonal 8 to 16 bit grayscale 48 bit color	8 bit grayscale 24 bit color	8 bit grayscale 24 bit color
Spatial Resolution	Adjust scan resolution to produce a minimum pixel measurement across the long dimension of 6,000 lines for 1 bit files and 4,000 lines for 8 to 16 bit files.	150 to 200 PPI	144 PPI
Spatial Dimension	4000 to 6000 pixels across the long dimension	600 pixels across the long dimension	150 to 200 pixels across the long dimension

# Standards and Best Practices for Digital Audio

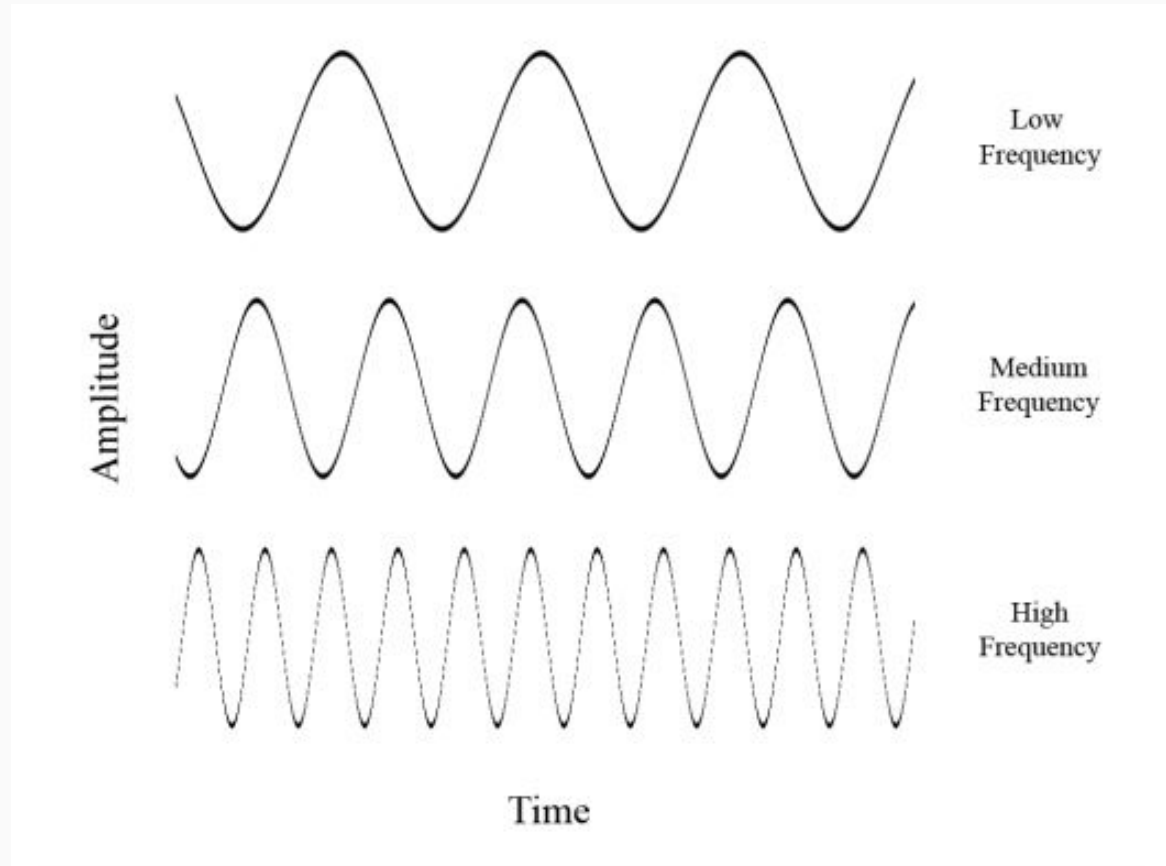
*Guidelines for the Creation of Digital Collections: Digitization Best Practices for Audio*, Consortium of Academic and Research Libraries in Illinois (CARLI)

- Best Practices: Sample Rates, Bit-depths, File Formats
- Audio Capture and Encoding Software
- Sample Workflow

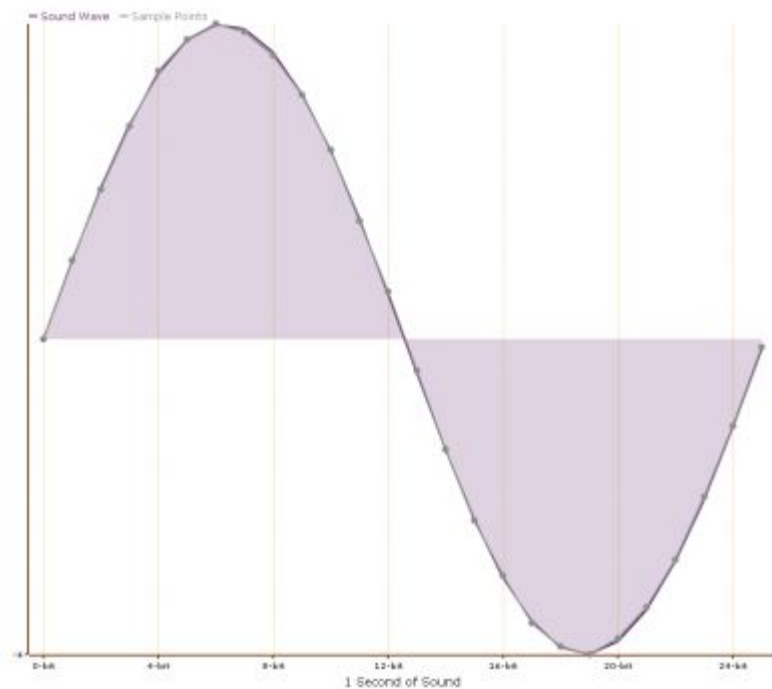
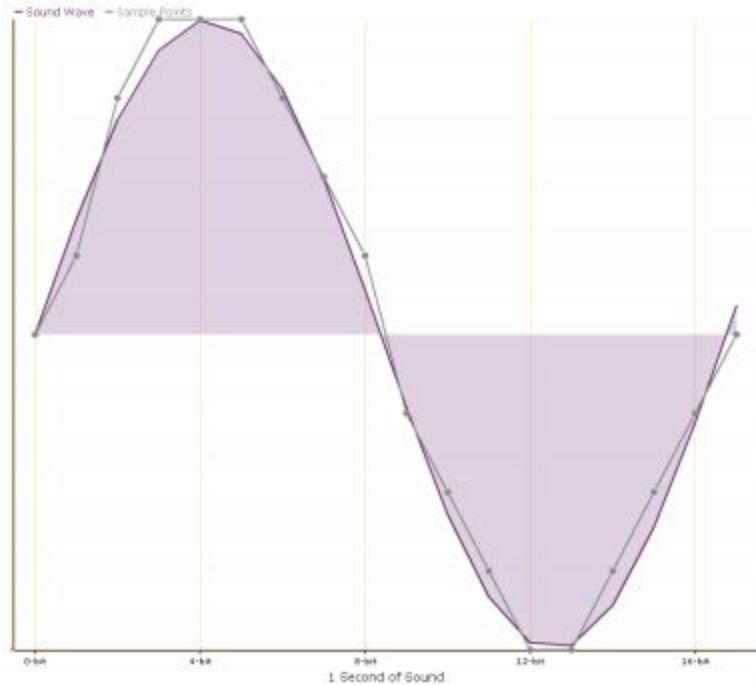
# Standards and Best Practices for Digital Audio - Vocab Break

Sampling Rate	Sampling Rate refers to how fast <b>samples</b> are taken. ... It's measured in “ <b>samples</b> per second” and is usually expressed in kiloHertz (kHz), a unit meaning 1,000 times per second.
Bit Depth	In the context of Audio, Bit Depth is the number of bits of information captured per sample.

# Sample Rate



# Bit Depth



# Standards and Best Practices for Digital Audio

## ORAL HISTORIES

Record as uncompressed Wav files at a minimum quality setting of 16-bit/44.1KHz.

	<b>Master/Preservation</b>	<b>Access</b>	
<b>File Format</b>	Wav	MP3	

# Standards and Best Practices for Digital Video

FADGI Audio-Visual Working Group, *Digitization Motion Picture Film*

FADGI Audio-Visual Working Group, *Creating and Archiving Born Digital Video*

See:

<http://www.digitizationguidelines.gov/audio-visual/>

# File Naming

- Three-letter file type extensions: jpg, wav, tif
- Use only lower-case alphanumeric characters, underscores, & hyphens (no spaces!)
- The shorter, the better
- Think about sorting/display order
- Keep same number of characters in each filename
- Work with your within your system's limitations
- Be consistent!





# File Naming

## Method 1: Use an Existing Identifier

Use the identifier or number already associated with the file.

Examples:

**55-jbc-2.tif**

**Accn\_998-02.pdf**

# File Naming

## Method 2: Create a New Scheme

- 2-4 lowercase letters plus 2-4 digits
- At least as many digits as the highest number expected
- Underscores or hyphens as desired for readability
- Example: “Colorado Railroad Photographs” files:
  - **crp-001.tif**
  - **crp-002.tif**
- For multi-page documents, add a letter at the end file name:
  - **br035a.tif**
  - **br035b.tif**
  - **br035c.tif**

# Quality Control & Storage



Temple University Libraries, Urban Archives

# Reviewing Files

- Check over your own work
- Have someone else check over your work



Image editing software (Photoshop = \$\$, G.I.M.P = free)

- De-skewing
- De-speckling
- Color adjustments
- Sharpening image

Audio editing software (Audacity = free)

- Distortions and drop-outs

Video editing

- Artifacts and moire

# File Storage for Preservation

- Place in secure storage
- Create multiple backups, at least one in a different location
- Do not access archival files unless necessary
- Plan for long-term digital preservation of files

# Creating the Access File



*Tomboy.* Courtesy of Denver Public Library  
<http://cdm16079.contentdm.oclc.org/cdm/ref/collection/p15330coll22/id/15027>

## Access Files

- Files that are created from the master file to enable quick loading
- Used for web access, thumbnails, easy printing, low-quality or informal publications
- Also known as “derivative files” (as in, derived from the original)



# Access File Types

- **GIF:** used for thumbnails
- **JPG:** used for medium- and high-resolution images for web delivery
- **PDF:** allows for resizing on screen and easy printing of documents (but requires Adobe Acrobat to open)
- **MP3:** for audio

# Upload the Access File

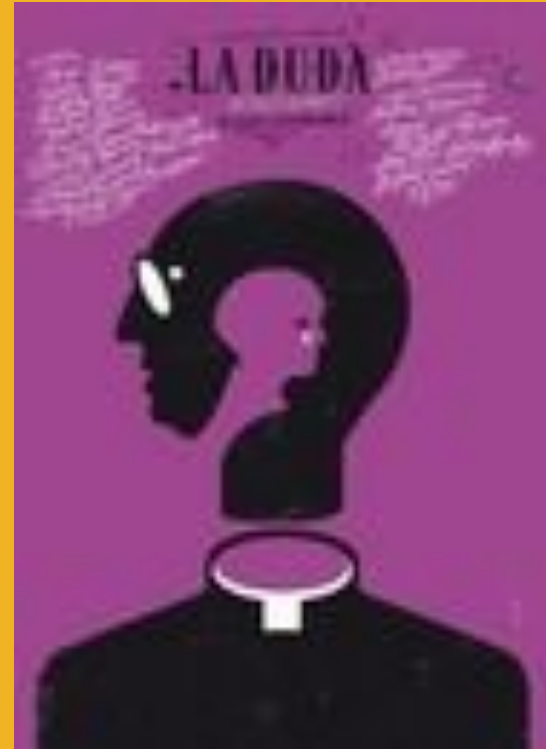
## Share via a Digital Content Management System (CMS)

- Local Installation
- Cloud Installation
  - CVL-Collections (Omeka)



Share. Courtesy of Colorado State University  
<https://mountainscholar.org/handle/10217/42172>

# To Outsource or not to Outsource?



*Duda, La.* Courtesy of Colorado State University  
<https://mountainscholar.org/handle/10217/46186>

## When to Stay In-House

- To develop staff skills
- To maintain close control over materials
- To maintain close control over operations
- To adjust project specifications and goals during process

# When to Outsource

- High-volume production operation
- Lower prices (on high volume)
- Quick turnaround
- Staffing unavailable

## Questions for Vendor

- Hardware and software used?
- Quality control procedures?
- Turnaround time?
- Delivery and pick-up?
- Environmental controls?
- Qualifications of project manager?
- References for similar work?
- Prices?

## Working with a Vendor

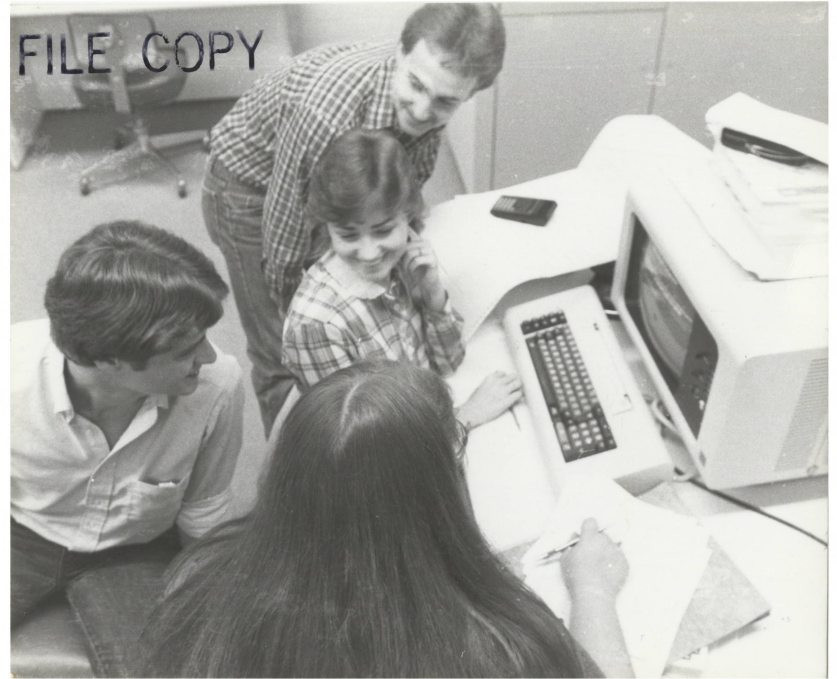
- Have one person be the vendor contact
- Respond quickly
- Be flexible
- Communicates issues early
- Have a plan for quality control
- Analyze errors for future improvement

# Break





# Description



# Metadata: Data about Data

- Identifies content
- Describes content
- Allows content to be discovered
- Facilitates searching
- Enables content to be browsed

Object ID	Object Name.Te	Description	Title	Non-Original Tit
2004.39.2	Prayer book	Novena is printed in Italian. Eighty	Novene Ala SS.	
2004.47.1	abstract	Abstract: Lots 17-28 (+29) Bk 1 H.	Abstract of Title	
2004.47.2	abstract	Abstract: Lots 30 (+29/31) part Bk	Abstract The Titl	
2004.47.3	abstract	Abstract: Lost 9, 10, 11 and 12 Blo	Abstract of Title	

# What is a Metadata Schema?

- A package of rules that define the overall structure for the metadata: *what* fields are possible and *how* to format them
- Helps standardize the metadata, especially for common fields like date, name, and place.
- There are many different types of schemas:
  - Dublin Core - Collection agnostic, uses natural language
  - MARC - Machine readable cataloging, used mainly in libraries
  - VRA Core (Visual Resources Association) - Specific to works of visual culture

Adopt or Adapt!

# Descriptive Metadata

- Describes items/content for search and discovery
- Helps connect users to resources
- Provides important context about a resource once it is discovered
- Drives the ability to search, browse, sort, and filter information.

# Strongly Recommended Elements

- Title\*
- Rights\*
- Date Created
- Subjects
- Description
- Creator
- Place

# Title

A name given to the resource. Typically, a Title will be a name by which the resource is formally known.

- Does not have to be unique, but it helps.
- Should be descriptive rather than an identifier.
- May either be transcribed from the resource itself, or it can be created.
- Doesn't repeat.

## Examples:

- General View of Mesa at Tsankawi Ruin, Bandelier National Monument, N. M.
- Golden Jubilee Program
- Battenburg lace doily

# Rights

Information about rights held in and over the resource.

Example:

- No Copyright - United States. The organization that has made the Item available believes that the Item is in the Public Domain under the laws of the United States, but a determination was not made as to its copyright status under the copyright laws of other countries. The Item may not be in the Public Domain under the laws of other countries. Please refer to the organization that has made the Item available for more information.

<https://rightsstatements.org/vocab/NoC-US/1.0/>

## Rights

<http://rightsstatements.org/vocab/CNE/1.0/>

## Identifier

AlbertEllingwood131

## Source

Albert Ellingwood Collection

## Files



# Date Created

Date of creation of the **original** resource, not the date scanned.

- Consider using a standard such as EDTF (extended date/time format): YYYY-MM-DD or YYYY-YYYY
- Or determine your own local standard - but be consistent!

Examples:

- 1973-05-22
- Drop Circa, Date unknown, N/A or n.d.
- 1730-1750
- Dec 01, 1992



# Use Clues



# Subject

The topic of the resource. What an item is *ABOUT*, not what it *IS*.

- Typically, the subject will be represented using keywords, key phrases, or classification codes.
- Use a controlled vocabulary like Library of Congress Subject Headings (LCSH), Thesaurus for Graphic Materials (TGM), or Moving Image Genre-Form Guide (MIGFG).

Examples:

- Women
- Sweetland, Henry Hale, 1848-1938
- Coal Miners

# Subject Consistency

47,503 results

sort by

Relevance

items per page

20

Layout



Filtered by **subject: Flowers** ×

× Clear all filters

## Refine your search

Create new list

Add to: No list



### Type

text	22,537
image	17,564
physical object	263
moving image	60
sound	7

### Subject

<b>Flowers</b>	47,503
Catalogs	20,232
Seeds	17,039
Nursery stock	16,154
Vegetables	11,017
Plants, Ornamental	8,502
Trees	6,579



### Dingee guide to rose culture

1909

[View Full Item](#) in U.S. Department of Agriculture, National Agricultural Library



### Title Page Flower-garden Display'd

Casteels, P

[View Full Item](#) in Bryn Mawr College

# Description

A free text account of the item.

- For relevant information that does not have a “home” in the other fields.
- Adds context that can't be achieved in other fields.
- Uses natural language.
- Enhances keyword searching.

## Example

- Photograph of an unidentified young man, possibly a graduation photograph that appears to have been taken in Nebraska, circa 1900-1910. The boy appears to be holding a diploma in one hand. The photograph was taken by the Lesmeister studio in Shelton, Nebraska.

## Description (cont.)

**Title:** Corky Gonzales at the Colorado State Capitol

**Subjects:** Chicano movement--Colorado , UMAS (Organization)



**Description:** Digital copy of an original film negative taken by photographer Juan Espinosa in 1973. The photo depicts University of Colorado Boulder student Brian Sanchez being escorted by police out of the office of Colorado governor John Vanderhoof. Sanchez and other members of the United Mexican American Students organization at CU Boulder met with Vanderhoof after UMAS students took over an office in the university's Regent Hall on October 29, 1973 to protest the lack of financial aid for minority students. The meeting with Vanderhoof to discuss the issue was subsequently arranged by Colorado legislator Sandy Arnold and CU chancellor James Corbridge, but Vanderhoof left the meeting after five minutes.

Geographic location relevant to the original item.

- Recommend using a controlled vocabulary such as Getty Thesaurus of Geographic Names (TGN) or consistent local vocabulary.
- Be as specific as possible
- Be consistent and document your decisions (Wyo., WY, or Wyoming?)

Examples:

- Laramie (Wyo.)
- Ouray County (Colo.)
- Denver, Colorado

# Place (Cont.)

## Location

United States	1,241
New York (State)	697
California	675
Niagara Falls (N.Y. and Ont.)	539
Los Angeles	341
New York (N.Y.)	317
Milwaukee, WI	261
Manhattan (New York, N.Y.)	227
Camp Grant, IL	163
France	158
Saratoga Springs (N.Y.)	140
Downtown, GA	138



## Shoe

1906-09-11 · Evesson, Martin V.B

Patent for a shoe that describes the benefit for shoe. Shoe control overall health well-being with its flexibility and support. 3 Sheets, 3 p. : ill. ; 23 cm.

[View Full Item](#) in UNT Libraries Government Documents Department



## Shoe

Pair of white silk bound feet or lotus shoes with floral and faunal embroidery. CC: "Gift of Peter and Caroline Saylor. Oct. 15, 1994.

[View Full Item](#) in Beloit College

An entity primarily responsible for making the resource.

- When possible use a controlled vocabulary such as the Library of Congress Name Authority File (LCNAF).
- If an authorized version of the name is not available, recommend using the format: Lastname, Firstname, birthyear-deathyear
- Ensures consistency and helps with sorting order

Examples:

- Beam, George L. (George Lytle), 1868-1935
- Lee, Herschel
- United States. Geological Survey



# Recommended Elements

- Type
- Format
- Publisher

The nature or genre of the resource.

- Recommend use of a controlled vocabulary such as Getty Art and Architecture Thesaurus (AAT) or Dublin Core Metadata Initiative (DCMI) Type Vocabulary.

Examples:

- Text
- Image
- PhysicalObject
- Sound
- MovingImage

# Type (Cont.)

42,476 results for **hat**

Items per page

20

Sort by

Relevance

## Refine your search

### Type

image	36,590
text	2,493
physical object	357
moving image	61
sound	47

### Subject

Portraits	5,591
Hats	5,506
People	3,570
Hat	3,476
Men	3,257



### Hat

circa 1950 · Dior, Christian (designer)

Hat, toque-style, of light green. Crown is smooth; sides are covered in irregularly-pleated and draped self-fabric.

[View Full Item](#) in Chicago History Museum



### Hat

1948 · Dior, Christian (designer)

Hat of red velvet, bonnet style. Snugly-fitting crown with five pleats on each side; brim extends from lower proper left side, across forehead to lower right side. Self-fabric rope trim at brim and bo...

[View Full Item](#) in Chicago History Museum

Physical medium of described resource.

Format is a *more granular description of the type of object* described than the simple vocabulary used in the Type field. It can encompass description of the medium, materials, genre, or other similar terms.

- Recommend use of a controlled vocabulary (TGM, AAT, etc.)

Examples:

- Silk (fiber)
- velvet (fabric weave)
- gelatin silver negatives
- Broadsides

# Publisher

Entity responsible for making the described resource available, typically the publisher of a text.

- Intended for the publisher of the original item, **NOT the institution(s) involved in its digitization or sharing.**
- For published materials such as books, magazines and journals.

Example

- Rand McNally and Company

# Resources for Description

## Dublin Core Metadata Schema

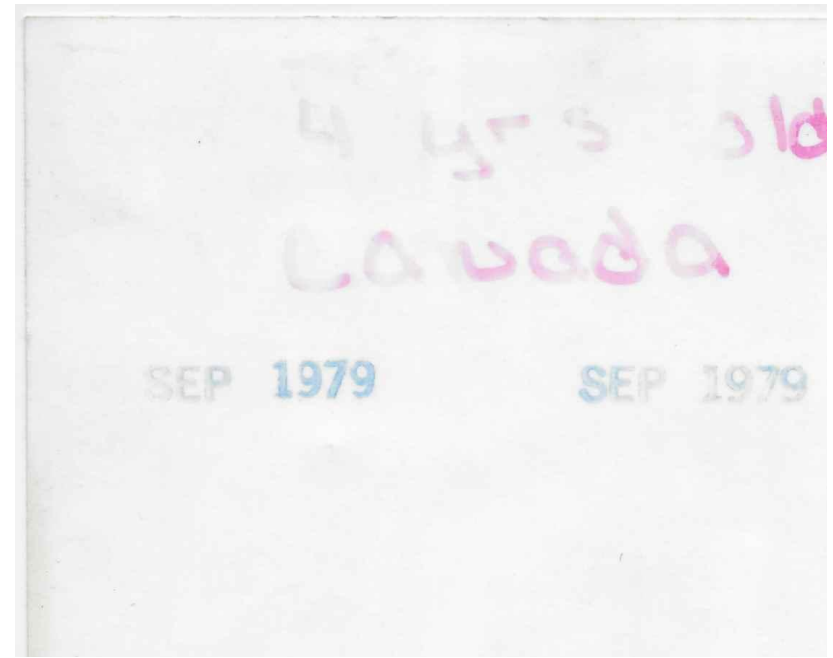
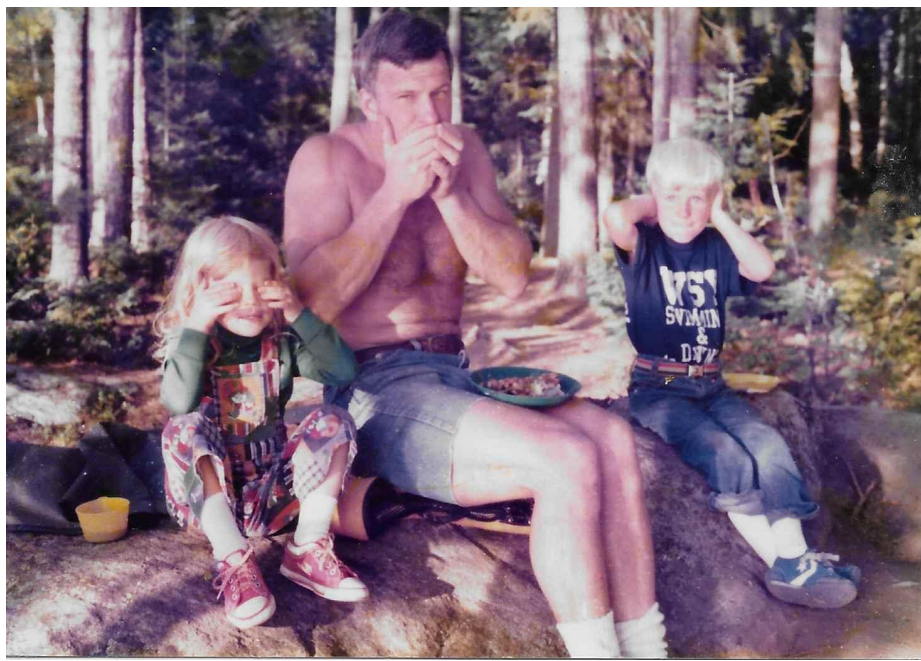
- Dublin Core:  
<http://www.dublincore.org/specifications/dublin-core/dces/>

## Controlled Vocabularies

- Library of Congress Controlled Vocabularies:  
<https://www.loc.gov/librarians/controlled-vocabularies/>
- Art & Architecture Thesaurus (AAT):  
<http://www.getty.edu/research/tools/vocabularies/aat/index.html>
- Getty Thesaurus of Geographic Names (TGN):  
<http://www.getty.edu/research/tools/vocabularies/tgn/index.html>

# Exercise 2: Description





- Leigh's maiden name is McCuen
- Her father is Eric F. McCuen born in 1944
- She has 2 older brothers: Derrick McCuen who is 18 months older and Doug McCuen who is 4 years older
- Every summer the family went on a camping and canoe trip to Algonquin Provincial Park in Ontario, Canada



# Key Takeaways

- Be Consistent
- Be Descriptive
- Look for Clues
- Use Controlled Vocabularies
- Document your Decisions



Key. Courtesy Cooper Hewitt, Smithsonian Design Museum.  
<https://dp.la/item/20370f5863e4154ec583c4f86f9ab473?q=key>

# Sharing



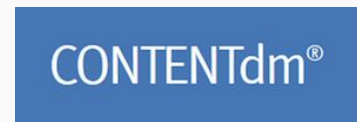
*Two students sharing an ice cream stick between classes. Courtesy Temple University,*

<http://digital.library.temple.edu/cdm/ref/collection/p15037coll3/id/55596>

## Content Management System, aka:

- Online Access System
- Collections Management System
- Digital Repository
- Digital Archives
- Digital Asset Management System
- Etc.....but it has to be in an online open system that has a way of sharing metadata

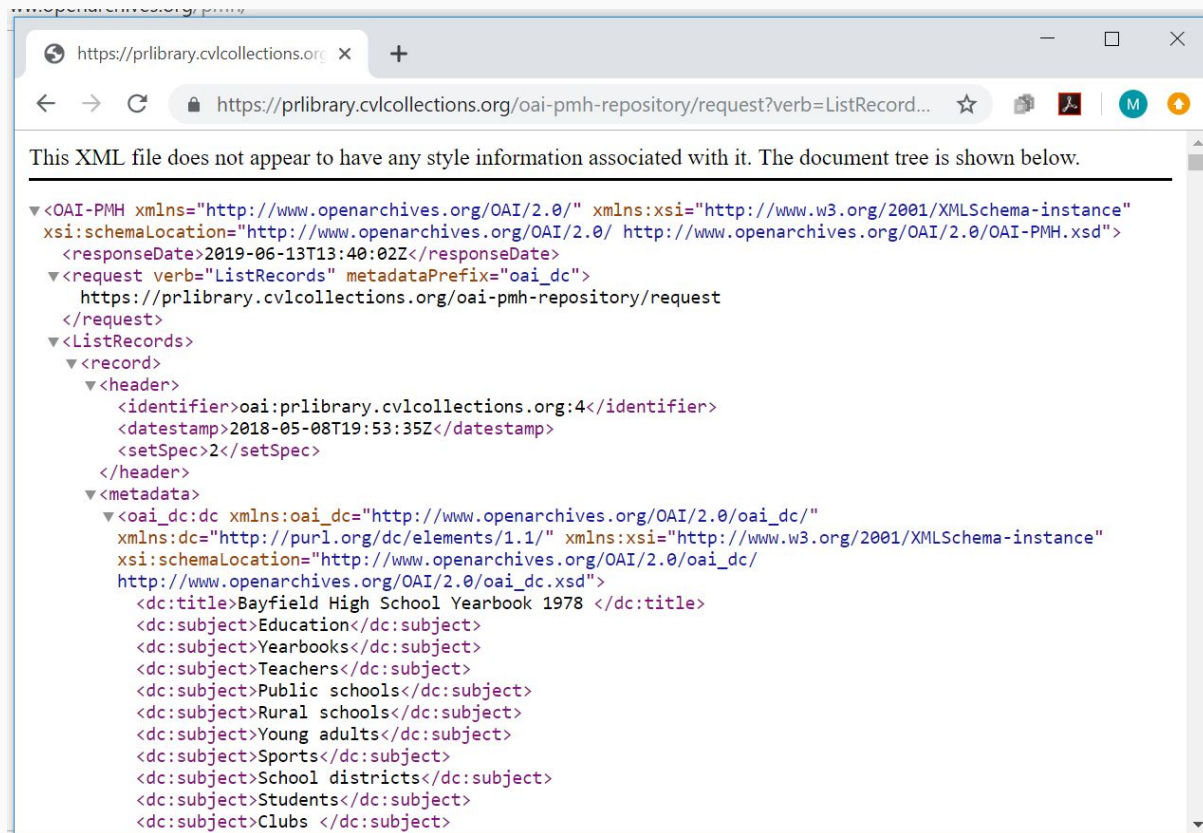
# Do I need to use the same repository solution as others?



# Why can't I just share with Flickr/Facebook/Instagram?

- Social media does not have CMS functionality
- A CMS supports metadata harvesting
  - Exposes structured metadata, making it available for harvesting by external systems repositories
- Social media platforms can vanish — along with your stuff

# Exposing structured metadata



The screenshot shows a web browser window with the address bar displaying the URL: <https://prlibrary.cvlcollections.org/oai-pmh-repository/request?verb=ListRecord...>. The page content indicates that the XML file does not have associated style information and displays the document tree below.

```
<?xml version="1.0" encoding="UTF-8" ?>
<OAI-PMH xmlns="http://www.openarchives.org/OAI/2.0/" xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
  xsi:schemaLocation="http://www.openarchives.org/OAI/2.0/ http://www.openarchives.org/OAI/2.0/OAI-PMH.xsd">
  <responseDate>2019-06-13T13:40:02Z</responseDate>
  <request verb="ListRecords" metadataPrefix="oai_dc">
    https://prlibrary.cvlcollections.org/oai-pmh-repository/request
  </request>
  <ListRecords>
    <record>
      <header>
        <identifier>oai:prlibrary.cvlcollections.org:4</identifier>
        <timestamp>2018-05-08T19:53:35Z</timestamp>
        <setSpec>2</setSpec>
      </header>
      <metadata>
        <oai_dc:dc xmlns:oai_dc="http://www.openarchives.org/OAI/2.0/oai_dc/"
          xmlns:dc="http://purl.org/dc/elements/1.1/" xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
          xsi:schemaLocation="http://www.openarchives.org/OAI/2.0/oai_dc/
            http://www.openarchives.org/OAI/2.0/oai_dc.xsd">
          <dc:title>Bayfield High School Yearbook 1978 </dc:title>
          <dc:subject>Education</dc:subject>
          <dc:subject>Yearbooks</dc:subject>
          <dc:subject>Teachers</dc:subject>
          <dc:subject>Public schools</dc:subject>
          <dc:subject>Rural schools</dc:subject>
          <dc:subject>Young adults</dc:subject>
          <dc:subject>Sports</dc:subject>
          <dc:subject>School districts</dc:subject>
          <dc:subject>Students</dc:subject>
          <dc:subject>Clubs </dc:subject>
        </oai_dc:dc>
      </metadata>
    </record>
  </ListRecords>
</OAI-PMH>
```

# It's all about the harvesting

## the PLAINS<sup>TO</sup> PEAKS COMBINE

- 1 Partners provide us with records the best way they can, in whatever schema (or no schema).

As long as the records are XML,  
or can be converted into XML,  
we can harvest them  
with Combine.



- 3 In Combine,  
Records are  
transformed  
via XSLT or  
Python

Combine publishes  
transformed records  
in a standard format  
to an OAI endpoint,  
from whence they are  
collected by DPLA at  
every ingest.

- 2 Once harvested by Combine, the records are reviewed to  
make sure their data meet DPLA minimum requirements.

# PPC and the DPLA

**Digital Public Library of America (DPLA)** - a national searchable database of digital collections from participating institutions.

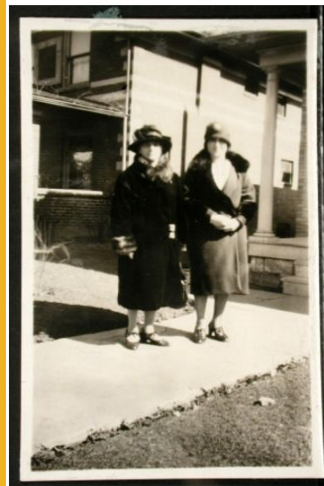
**Plains to Peaks Collective (PPC)** - the Colorado-Wyoming Service Hub of the DPLA, managed by the Colorado State Library with support from the Wyoming State Library.





Object ID	Object Name.Te	Description	Title	Non-Original Title
2004.95.1.T	photograph	Two women standing on sidewalk, both w	Citizenship Class	

Found 2 record(s)



Notes

Archive image  
stored on CD  
DFA00048



**Object Name**

photograph

**Title**

Citizenship Class

**County**

Denver County, Colorado

**Country**

United States of America

**Locale**

Denver (Colo.)

**Dates**

1928-1930

**Subject**

steps , Porch , Public School Cottage , Denver (Colo.) , Women , Italian , house , Shoshone street , Colorado Italian-Italian American Collection

**Description**

Two women standing on sidewalk, both wearing coats, fur on collar and cuffs. Both ladies have on hats, stockings, shoes with straps across instep. Coats are mid-calf. Behind them is a house

**Used**

Documentary Artifact , souvenir

**Object ID**

2004.95.1.T

# CVL-Collections Program



Colorado State Library will help you create and maintain a content management system (CMS) to store your digital collections and make them easy to find online.

*By participating in CVL-Collections, you will also be participating in the PPC and the DPLA. You will be sharing your collections on the national stage!*

# CVL-Collections



## **Omeka is a stand-alone, open-source CMS**

- Out-of-the-box CMS
- Simple
- Smaller institutions and smaller collections
- Multi-media support
- Exhibits and simple pages
- No digital preservation capabilities

Dashboard

Items

Collections

Item Types

Tags

Simple Pages

Bulk Editor

CSV Import

Manage elements

YouTube Import

## Dashboard



A new version of Omeka is available for download. [Upgrade to 2.6](#)

31 3 0 10 6 Thanks, Roy  
items collections tags plugins users theme

### Recent Items

Lavenia McCoy 2 23 04	Edit
Bayfield High School Yearbook 1986	Edit
Bayfield High School Yearbook 1981	Edit
Bayfield High School Yearbook 1980	Edit
Bayfield High School Yearbook 1973	Edit

[Add a new item](#)

### Recent Collections

Pine River Valley Heritage Society Oral History Collection	Edit
Bayfield High School Yearbooks	Edit
Test Collection	Edit

[Add a new collection](#)



# PINE RIVER LIBRARY

## Digital Collection

[= LIBRARY HOME](#)

[= BROWSE ITEMS](#)

[= BROWSE COLLECTIONS](#)

[= ABOUT](#)

### FEATURED ITEM

#### [BAYFIELD HIGH SCHOOL YEARBOOK 1968](#)



Bayfield High School Wolverines Yearbook 1968, including students in first through twelfth grade, faculty, and staff.

### FEATURED COLLECTION

#### [BAYFIELD HIGH SCHOOL YEARBOOKS](#)



### RECENTLY ADDED ITEMS

#### [LAVENIA MCCOY 2 23 04](#)



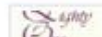
Historical interview of Lavenia McCoy by James Frahm on 2 23 2004, courtesy of Pine River Valley Heritage Society uploaded by Pine River Library.

#### [BAYFIELD HIGH SCHOOL YEARBOOK 1986](#)



Bayfield High School Yearbook 1986, including students in grades ninth through twelfth, faculty, and staff.

#### [BAYFIELD HIGH SCHOOL YEARBOOK 1981](#)



Bayfield High School Yearbook 1981, including students in grades kindergarten through twelfth.



DIGITAL PUBLIC LIBRARY  
OF AMERICA

Search the collection

Search

31 results

Sort by

Relevance

Items per page

20

Layout



Filtered by

partner: Plains to Peaks Collective X

provider: Ignacio Community Library X

X Clear all filters

## Refine your search

Create a list from these items

## Type

image

15

sound

9

text

6

## Subject

Colorado

17



## Southern Ute Agency

A photo of the Southern Ute Agency.

[View Full Item](#) in Ignacio Community Library

# CVL-Collections Program



## Role of Colorado State Library

- Build and host Omeka Content Management System online, and provide ongoing support
- Project management for participation in the CVL-Collections
- Facilitate participation in the Digital Public Library of America
- \*Limited capacity to support digitization

**[cvlcollections.org](http://cvlcollections.org)**

# Promoting Your Collection



*Audience in theatre.* Courtesy of Denver Public Library  
<http://cdm16079.contentdm.oclc.org/cdm/ref/collection/p15330coll22/id/21510>



Who are you trying to reach?

- Librarians
- Educators
- Genealogists
- Researchers
- General Public
- Pinterest Users



# Promotional Materials

Put your stuff on stuff!

Joan. Courtesy of History Colorado  
[http://5008.sydneyplus.com/HistoryColorado\\_ArgusNet\\_Final/Portal.aspx?lang=en-US&g\\_AAFC=HistoryColorado\\_ArgusNet\\_Final+%7cObject+%7c%25SearAta+%3d+%272002.117.18%27&d=d](http://5008.sydneyplus.com/HistoryColorado_ArgusNet_Final/Portal.aspx?lang=en-US&g_AAFC=HistoryColorado_ArgusNet_Final+%7cObject+%7c%25SearAta+%3d+%272002.117.18%27&d=d)

## Category Archives: Local History



### Local History Thursday: Bookcliff Avenue and the Little Book Cliff Railway

Posted on June 13, 2019 by Noel

Bookcliff Avenue seems an obvious enough name. You would think that it was named, of course, for the Bookcliffs, our rugged desert mountains to the north of town, but this is only indirectly the case. Bookcliff Avenue seems to have been named instead for a railroad that once ran along part of its length on [...]

[Continue reading](#)


### Local History Thursday: The Colorado Civilian Conservation Corps

Posted on June 6, 2019 by Michele

Between 1933 and 1942 if you were an unemployed man, there existed a Depression-era project called the Civilian Conservation Corps (CCC) that would bring you on board to work. The CCC was created as part of President Franklin D. Roosevelt's New Deal. It existed throughout the United States as a public work relief program [...]

[Continue reading](#)


### Local History Thursday: Walter Walker's Involvement in Grand Junction's Ku Klux Klan

Posted on May 30, 2019 by Noel

As a world-wise newspaper man, certainly Daily Sentinel publisher and owner Walter Walker could not have been ignorant of the Ku Klux Klan's campaign against immigrants, Catholics, African-Americans, alcohol consumption, "impure morals," Jews, and just about anything else the Klan insisted was tearing at the fabric of white, Protestant America. Yet, according to several Mesa [...]

[Continue reading](#)


### Local History Thursday: Main Street Murder of J.W. "Big Kid" Eames

Posted on May 23, 2019 by Michele

Bookcliff Avenue and the Little Book Cliff Railway

# Blogs & Newsletters

# Local News Outlets



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Prohibition and the ills of alcoholism are one of the subjects touched on by Beer Here! / Jonathan Shikes

## History Colorado's *Beer Here!* Pours Out the Good and Bad of Beer and History

JONATHAN SHIKES | MAY 16, 2019 | 10:03AM



I've spent a lot of time researching the history of beer in Colorado, for *Westword* stories and for the book I'm writing on Denver beer – probably not as much as Sam Bock and Jason Hanson at *History Colorado*, but a lot, nonetheless. And one of my favorite things is to read old articles for their purple prose and garish headlines.

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# Social Media

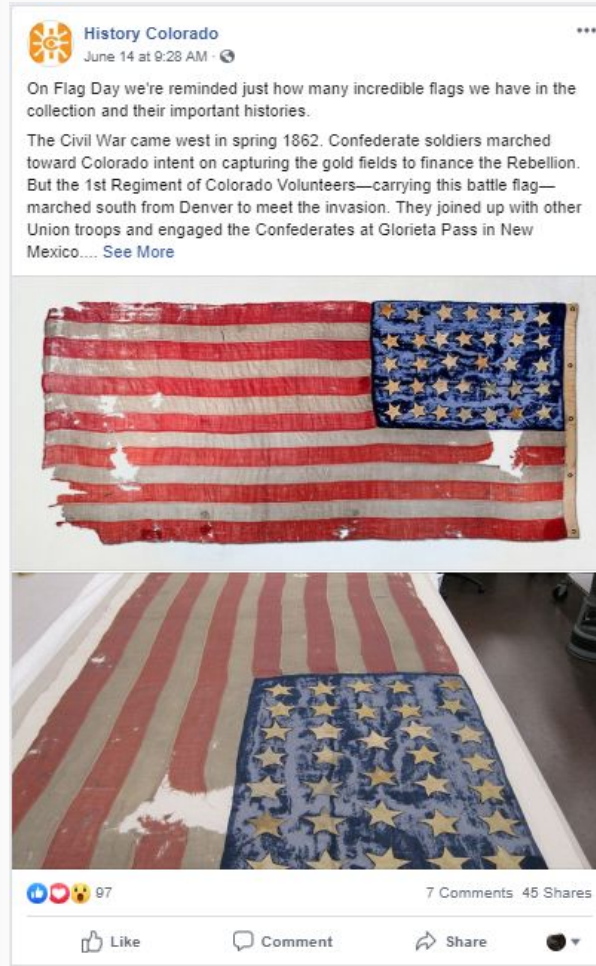
Go where your audience is







# Social Media Tips

- Choose your platforms
- Follow to be followed
- Aim for engagement
- Be timely
- Use hashtags wisely



# Exhibits



Voices of Ignacio  
Digital Collection

» ABOUT VOICES OF IGNACIO

» BROWSE ITEMS

» BROWSE EXHIBITS

» TIMELINE OF IGNACIO


» ICL LIBRARY HOMEPAGE

BROWSE ALL

BROWSE BY TAG

## BROWSE EXHIBITS (2 TOTAL)


### EARLY BUSINESSES OF IGNACIO



A collection of photos pertaining to early businesses in the town of Ignacio, Colorado.

Once you have clicked on the Exhibit please use the menu on the right side of the screen to navigate through a series of pages pertaining to specific businesses from Ignacio's earliest days.

### EARLY GODDARD AVENUE



Photos of early Goddard Avenue ("main street") in Ignacio, Colorado.

Once you have clicked on the Exhibit please use the menu on the right side of the screen to navigate through a series of pages pertaining to specific businesses from Ignacio's earliest days.

# Connect with Educators

- In-person or online
- Create and share primary source sets
- Look for opportunities to collaborate



Mary Elitch Long -  
Entrepreneur

ACTIVITY 2

We often hear the question asked, What good has the ballot in the hands of woman done? What good has it been for men? It has partially saved them from slavery. It is not a question as to the good the ballot has done women, or the state; it is simply the right of every individual, and no one has a right to question this right, nor to make disparaging comments. If it is the right of men to be citizens, it is the right of every individual, regardless of sex. The idea that man is the race is being exploded. The man is not fit for citizenship who wishes to deprive others of what he considers his rights.



Caroline Nichols Churchill:  
Activist, Suffragist, Author

ACTIVITY 3



Chipeta: Native American  
Rights Advocate and  
Diplomat

ACTIVITY 4



Hannah Marie Wormington,  
PhD. - American Archeologist

ACTIVITY 5



# Measurement & Analysis

- Google Analytics
  - Country/state of traffic
  - Type of browser/device
  - Point of entry
  - Length of visit
  - Pages visited
- Social Media Analytics - Engagement



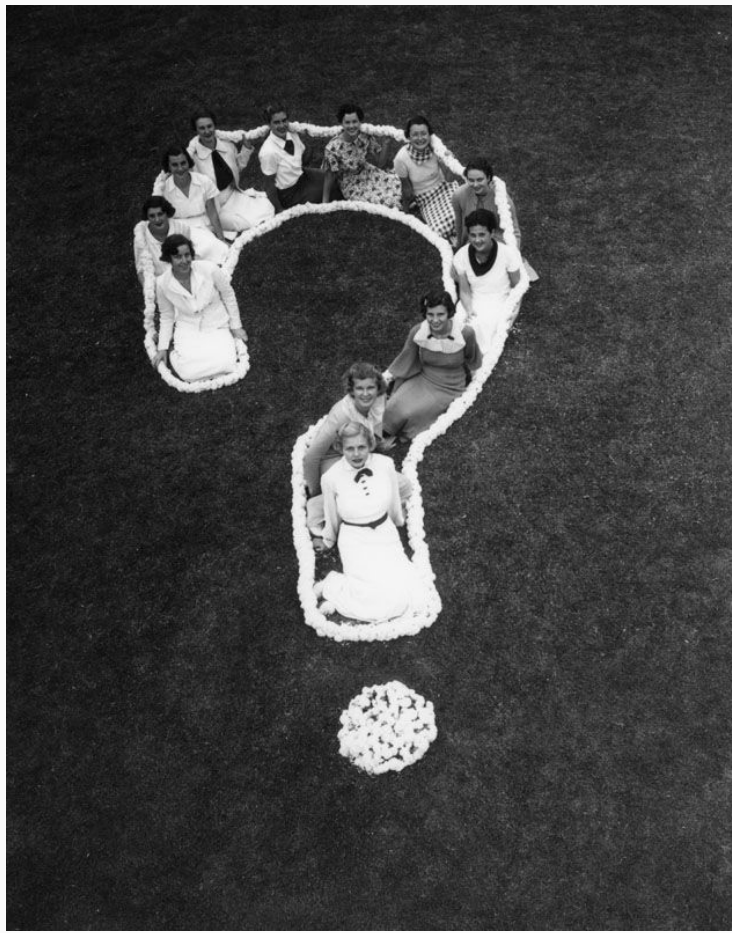


# Promotion is an iterative process

“Merry-Go-Round” courtesy of Pikes Peak Library  
District. In Copyright-Educational Use Permitted.

# Summary: Your Digital Collection Plan

1. Evaluation and Selection
2. Digital Capture and Storage
3. Description
4. Sharing and Promotion



1930 Tournament of Roses. Courtesy Los Angeles Public Library  
<https://tessa.lapl.org/cdm/ref/collection/photos/id/105269>



[ppc.cvl/sites.org](http://ppc.cvl/sites.org)

Contact:

Leigh Jeremias

[ljeremias@coloradovirtuallibrary.org](mailto:ljeremias@coloradovirtuallibrary.org)

[cvlcollections.org](http://cvlcollections.org)

Contact:

Amy Hitchner

[ahitchner@coloradovirtuallibrary.org](mailto:ahitchner@coloradovirtuallibrary.org)