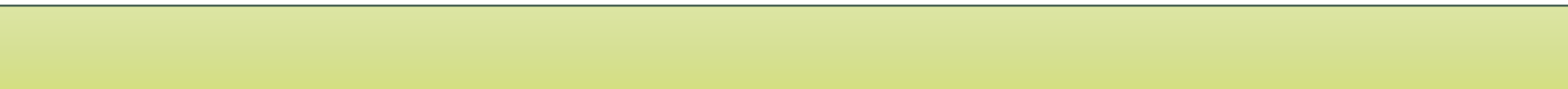# Introduction to Personal Digital Archiving and Digital Storytelling

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Presenters' Backgrounds

Catherine Lucy

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

Jamie Huber Ward

- Background in higher education
- Current Associate Director of Extension Services for the National Center for Women & Information Technology
- 5+ years as a library employee/volunteer
- Ph.D. in Communication Studies, SIUC

Part 1

Personal Digital Archiving

- Digitization
- Digital Preservation

3 Key Takeaways

- Digitize properly

- Prioritize files for preservation

- Preserve files long-term

What is Personal Digital Archiving?

- "the practice of preserving one's own digital records of continuing value" (Society of American Archivists)

- selection, preservation, and management of digital material (Stanford University Libraries)

- maintaining "the digital stuff we create and save every day" (Digital Preservation Coalition)

Why practice Personal Digital Archiving?

Individual or Institutional Files

- Allows for future access and/or preservation
- Provides a historical record of our lives
- Digital files are prone to:
    - Corruption
    - Loss of data
    - Obsolescence

Institutional Outreach

- Provide a service to your patrons
- Engage your community

Basic Supplies

- Trusted computer or laptop
- External hard drive(s) for back-up copies
- Scanner (Fontbonne has the Epson V600)
- File inventory
- Optional:
  - Slide viewer/magnifying glass
  - Cloth & glass cleaner
  - Photoshop/Paint software
  - Flash drives (for patrons)
  - Cloud service (backup option)

MO State Archives Scanning Standards

Original	Use	Resolution	Bit-depth	Notes
Printed text: books, pamphlets, typed material etc.	Access image	300 ppi minimum	1-bit bitonal; 8-bit grayscale	
Script text: handwritten material	Access image	300 ppi minimum	8-bit grayscale	Use 24-bit color if color is an important attribute of the document
Maps: printed or hand drawn	Access content	300 ppi minimum	24-bit color	
Photographs	Access content	300 ppi minimum	8-bit grayscale	Use 24-bit color if color is an important attribute of the document
	Reproduction	Device maximum	24-bit color	
Slides	Access content	600 ppi	8-bit grayscale; 24-bit color	

[MO State Archives](#) File Formats

Media Type	Preservation	Access	Notes
Images/Photographs	TIFF/.tif	JPEG/.jpg	
Documents	TIFF/.tif; PDF/A	JEPG/.jpg; PDF/A	
Audio	Waveform Audio File/.wav; Audio Interchange File Format/.aiff	MP3	Uncompressed formats are too large for many users to access over the Internet; a lossy format should be used.
Video	No official standard; Library of Congress has adopted JPEG2000 with an MXF wrapper	MPEG-2; MPEG-4; AVI; MOV	Preservation quality video is expensive to store; a single hour can take up to 72 GB.

Digitization Steps

1. Select images to scan
2. Place originals on scanner
3. Select appropriate scanner settings
4. Scan in Preview Mode
5. Scan & Save to destination folder (i.e. PC, hard drive, flash drive, etc.)

Selection of Files

- Create an inventory of digital files
  - Identify most important files to keep
  - Serves as a quick reference guide

	A	B	C	D	E	F	G
1	**DIGITAL FILE INVENTORY**						
2							
3	**FOLDER NAME**	**CONTENT SUMMARY**	**# of FILES**	**FILE TYPES**	**SOFTWARE NEEDED**	**STORAGE LOCATION**	**OTHER**
4							
5	Photos 2018	Personal photos taken on iPhone	300	JPEG	Windows Photo Viewer, Photoshop, Paint	PC, external hard drive, Google Drive	Only includes photos I want to save long-term
6							
7	Resumes	drafts of every resume	10	DOC	Word	PC, two blue flash drives	Inludes separate files for cover letters
8							
9							

Preservation Strategies

- Strategies
  - LOCKSS
 - IDOM: Identify, Decide, Organize and Make Copies
  - 3-2-1 Rule

Preservation "Quick Wins"

- Choose software that is well-supported & easily accessible
  - ex. PDF or TXT files likely to be around awhile
- Create multiple copies (3-2-1 Rule)
  - monitor them regularly (synching or running fixity checks)
- Migrate files to new storage media every 2-5 years
  - Use high-quality storage media
- Use easy-to-remember file naming conventions
  - Short & meaningful
  - By date or subject
- Add metadata to your files

Adding Metadata
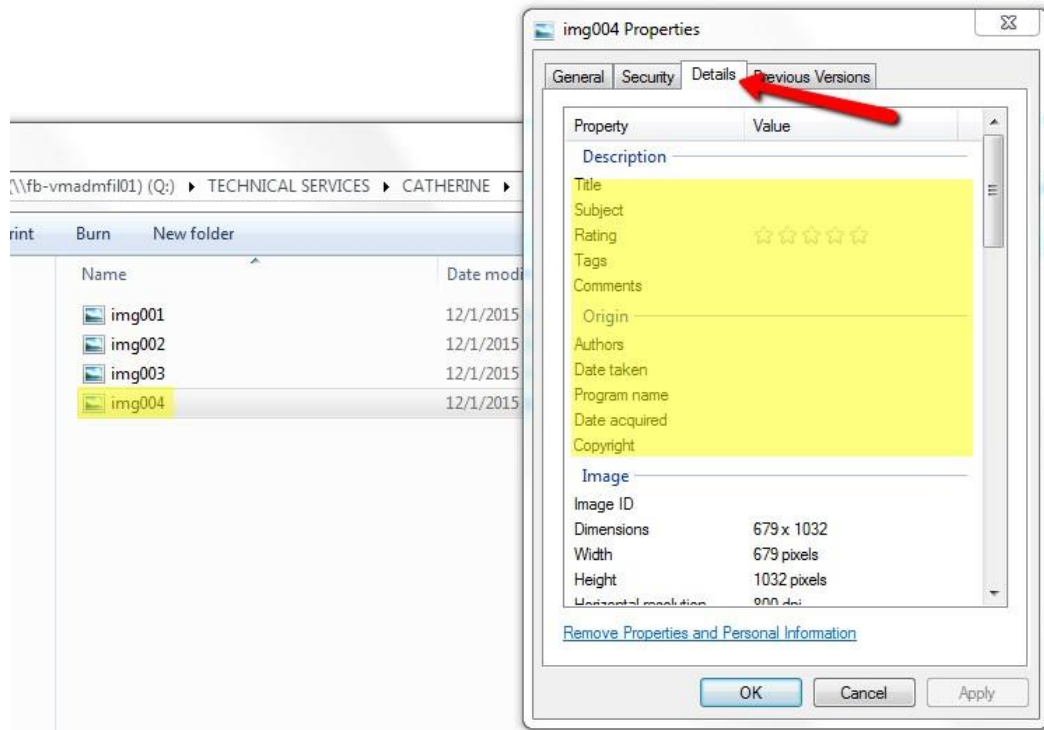
Challenges of Personal Digital Archiving

- Digitization
  - Time consuming
  - User error
  - Storage space
- Digital Preservation
  - Aging hardware/software
  - Neglect
  - Lack of secure storage and backup options
  - Loss of host or service provider
  - Natural & man-made disasters

PDA as Outreach

- What is your focus?
- Get your equipment in order
  - Run tests
  - Have supplies on hand
- Schedule an event
  - Advertise on social media, send emails, post fliers
  - 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
    - Phone/email appointments
    - Google Sheets or "Sign up" websites (ex. SignUp.com & SignUpGenius.com)
- Survey your patrons afterwards

Benefits of PDA

- **For you & your institution**:
  - Safe keeping of files
  - Accountability
- **For your patrons:**
  - Good will gesture
  - FREE service = POSITIVE experience for them
  - Educational & emotional experience for patrons
- **Actual patron feedback from digitization event:**
  - Loved zooming in and seeing the details in the images
  - It's great to preserve family history through digitization
  - Loved taking home their digital images the same day
  - Exciting to view slides not seen for 40 years

Ideal Times to Offer PDA

National Genealogy Day (March)

World Heritage Day (March/April)

National Library Week (April)

Preservation Week (April)

World Photo Day (August)

American Archives Month (October)

Electronic Records Day (October)

Anytime!

Sample Fontbonne PDA flier

PDA Resources

- Digitization Guidelines for Small Historical Institutions and Repositories (MO Secretary of State's Office)
  - https://www.sos.mo.gov/CMSImages/Archives/MHRAB_Digitization_Guidelines.pdf
- Personal Digital Archiving (Digital Preservation Coalition)
  - http://www.dpconline.org/docs/technology-watch-reports/1460-twr15-01/file
- Personal Digital Archiving Day Kit (Library of Congress)
  - http://www.digitalpreservation.gov/personalarchiving/padKit/index.html
- Perspectives on Personal Digital Archiving (Library of Congress)
  - http://www.digitalpreservation.gov/documents/ebookpdf_march18.pdf

Part 2

Digital Storytelling

What is Digital Storytelling?

A Digital Story:

- Is a short story (~2 to 5 minutes) created with multimedia tools
- Combines the oral tradition of storytelling with the visual and sound capabilities of digital media
- Consists of narrative, music/sound, and image/video components

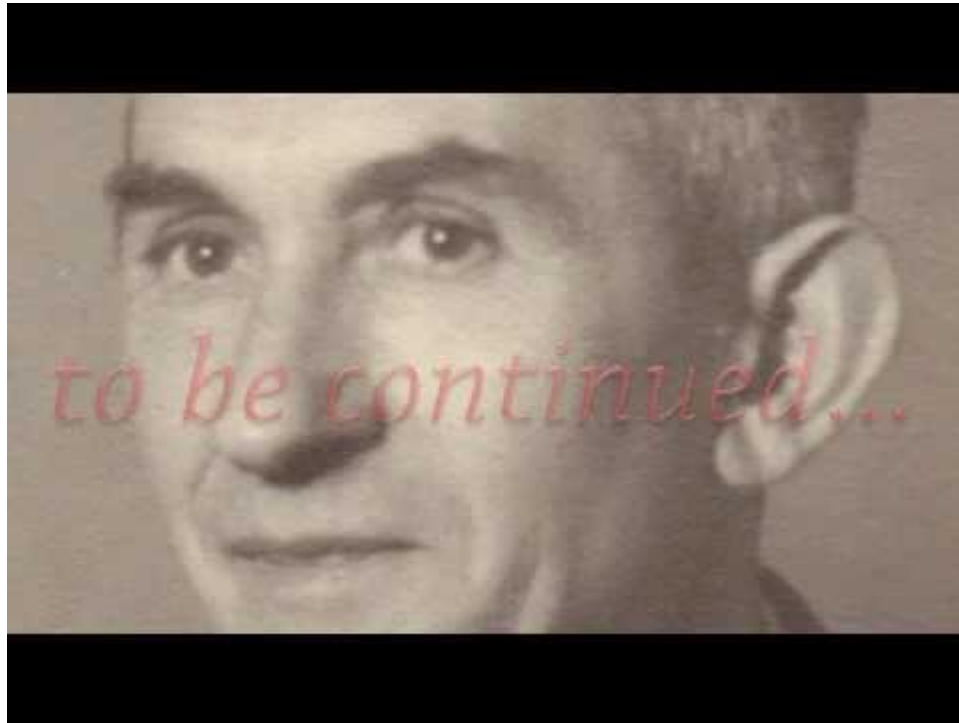# Benefits of Digital Storytelling

Digital stories allow you to:

- Utilize your personal experiences to create meaning and connect with others
- Learn or utilize technological skills in personally fulfilling ways
- Record personal, family, or community history in engaging ways

Digital Storytelling can create opportunities for:

- Increasing memory and cognitive abilities among older adults
- Intergenerational sharing

Digital Story Example 1

Digital Story Example 2

The Four Elements of Digital Storytelling

- Oral: "Hearing the Story"
  - Draws upon a community-based approach to storytelling (e.g., oral stories, story circles, indigenous storytelling)
  - Includes the voice-overs, sounds, and music for your story
- Written: "Constructing the Story"
  - Focuses on the written narrative
  - Includes the script and beginning the storyboard for your story

The Four Elements of Digital Storytelling

- Visual: "Seeing the Story"
  - Addresses the representation of that narrative
  - Includes selecting the images/artifacts that best represent or inspire the story, scanning and electronically saving images, recording and saving any video clips, and further developing the storyboard
- Digital: "Assembling and Sharing the Story"
  - Interwoven throughout the other elements
  - Includes the editing process, ordering the images, over-laying music and soundtracks, and "publishing" your story

Steps of Digital Storytelling

- Develop your idea:
  - What story do you want to share and how do you want to share it?
  - What is your story's purpose?
  - Whom is your story for?
- Research/explore/learn:
  - What do you need to know to tell your story in the way that you want?
  - Do you need to research a specific topic?
  - Do you need to research your family history?
  - Do you need to do any oral history research?
- Write a script:
  - Use your research to craft the narrative for your story.

Steps of Digital Storytelling

- Start storyboarding your script:
  - Break your narrative up into "frames" that you want to represent in your digital story
  - Add these to a storyboard template (numerous templates are available online)
- Collect/Create multimedia:
  - Record your narrative
  - Find what images/video clips you want to use to represent your story
    - Personal photos/videos, Creative Commons images, clip art, historical photos, drawings, etc.
  - Find what music and sounds you want to use to enhance your narrative
    - Personal music, Creative Commons music, etc.
  - Add these elements to the storyboard

Steps of Digital Storytelling

- Assemble
  - Use a preferred movie-making to put all of the elements of the story together (based on the storyboard)
- Share
  - Use your preferred "distribution method" to share your story
- Feedback/Reflection
  - What did you learn about yourself/your story through the storytelling process?
  - What did others think of your story?
  - What new stories were shared and what communities were formed as a result of your story?

Tools for Digital Storytelling

AdobePremier

Scribus

YouTube

AdobeIllustrator

Camtasia

Audacity

Storybird

Gimp

ETC.

iMovie

PowerPoint

WindowsMovieMaker

AdobePhotoshop

ScreencastOMatic

SnagIT

WondershareFilmora

Digital Storytelling: Why and How?

- Why?
  - Creating student/patron engagement
  - Teaching tech skills
  - Teaching about copyright
  - Building community
  - Engaging in self-reflection
- How?
  - Workshop/workshop series; Outreach workshops
  - One-on-one sessions
  - Open labs
  - Service learning classes
- Remember to market digital storytelling services appropriately for your audiences

Digital Storytelling Resources

- Basic Steps to Digital Storytelling - https://www.youtube.com/watch?v=gVFJVBcG_7Y
- Create a Digital Story - https://www.youtube.com/watch?v=LVKeO5IIR_A
- Developing Digital Storytelling for Teaching & Research - https://pages.stolaf.edu/digital-story/
- Digital Storytelling Tutorial - https://www.youtube.com/watch?v=3sgMEFJUpqI
- #MyStory: Digital Storytelling Workshop - https://www.youtube.com/watch?v=nQnYLypVccc
- StoryCenter (formerly The Center for Digital Storytelling) - https://www.storycenter.org/
- Tools for Digital Storytelling - https://www.youtube.com/watch?v=dmQQ5plnE88
- Webinar: Tools for Digital Storytelling - https://www.youtube.com/watch?v=fcWfvmcZetE
- What is Digital Storytelling and How to Get Started - http://elab.athabascau.ca/workshop/digital-storytelling

Comments/Discussion/Questions

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Thank you!