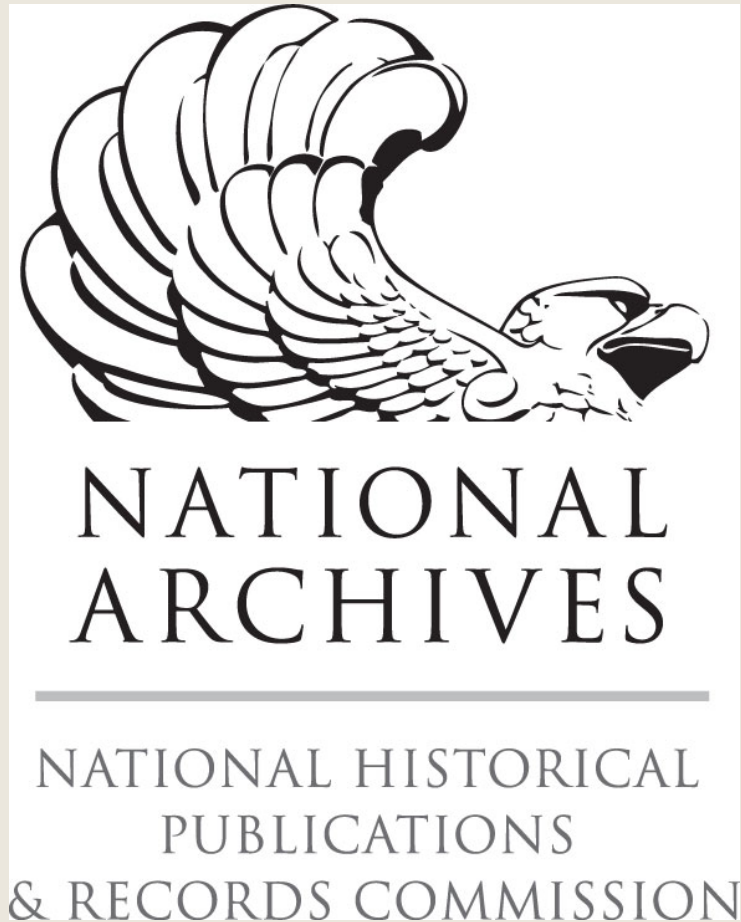




# DIGITIZING NORTH CAROLINA'S HIDDEN COLLECTIONS

Ashley Yandle, State Archives of North Carolina

# Courtesy of an NHPRC Grant

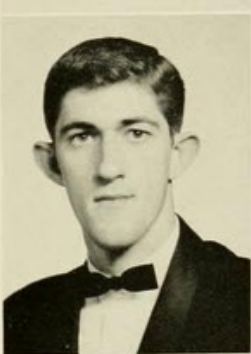


This program and workshop are supported under a grant of the National Historical Publications and Records Commission to the State Historical Records Advisory Board and the State Archives of North Carolina.

# Schedule

- Introductions
- Logistics
- Overview of Metadata
- Care and Feeding of Digitized Materials
  - *Publication and Publicity*
  - *Preservation Overview*

RICHARDSON, JIM A. . . . .North Wilkesboro  
*Physical Education and Social Studies*  
 Basketball 1, 2, 3, 4; All Tournament Basketball (Second Team) 1; All Conference Basketball (Honorable Mention) 2; Most Valuable Player (Basketball) 2; Men's "A" Club 1, 2, 3, 4 (President 3, 4); Chi Lambda Chi 3, 4; Class Vice-President 4.

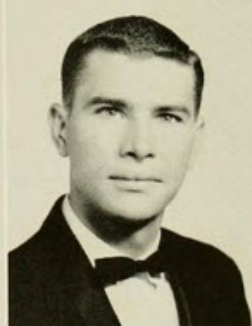


RICKER, DIANE RUTH . . . . .West Asheville  
*Business Education*  
 Transfer from Asheville-Biltmore; House Council 3, 4; National Education Association 3, 4.



RIVERS, CAROLYN LOUISE . . . . .Waynesville  
*Library Science*  
 Band 1, 2, 3, 4; Orchestra 1, 2, 3, 4; Library Science Club 2, 3, 4; Baptist Student Union 1, 2; Dean's List 1, 2, 3.

ROBERTS, BURNACE WALTON . . . . .Asheville  
*Social Studies*  
 Transfer from Asheville-Biltmore; National Education Association 4.



ROBERTS, FREDA L. . . . .Lansing  
*Business Education*

ROBINSON, ROBERT FRANKLIN . . . . .Charlotte  
*Mathematics*  
 National Education Association; Wesley Foundation; Religious Council.



CATHERINE BOUNDS  
 Moorestown, N. J.  
 French - Library Science

SHEILA BRINKLEY  
 Richmond, Va.  
 History - Sociology

EMMA BROWN  
 Atlanta, Ga.  
 Sociology - Psychology

ELAINE BROWN  
 Farmville, N. C.  
 Business Education - Library Science



MES H. JUSTICE  
 Kappa Alpha Psi  
 B.S. in Education  
 HARLOTTE, N. C.

BAXTER E. LOWE  
 Alpha Phi Alpha  
 B.S. in Biology  
 WINSTON-SALEM, N. C.

# INTRODUCTIONS



# Getting to Know You...



A statewide digitization and digital publishing program that works with cultural heritage institutions across North Carolina to digitize and publish historic materials online.

Website: <https://www.digitalnc.org/>

Twitter: <https://twitter.com/ncdhc>



Mission: To collect, preserve, manage and provide access to information that protects citizen rights, documents North Carolina history and culture, promotes transparency and encourages stewardship of government records.

Website: <https://archives.ncdcr.gov/>

Twitter: <https://twitter.com/NCArchives>

# Getting to know all about you...



- What is your name?
- Your institution?
- What materials are you planning to digitize?
- What materials did you bring today?
- What do you hope to get out of this talk?

LOGISTICS







# Next Steps

## Things for you to do:

- Prepare an inventory.
- Sign & submit a loan agreement with the NC Digital Heritage Center/UNC-Chapel Hill.
- Fill out & submit a metadata sheet for items being loaned to digitalinc@unc.edu.
- Prep and box records (See <https://www.digitalinc.org/about/participate/prepare/> for guidance)

## Things for us to do:

- Finish giving this talk.
- Schedule a time and location with you for us to pick-up the materials.
- Transport the items to Raleigh for delivery to the Digital Heritage Center in Chapel Hill.
- The Digital Heritage Center will digitize the materials and arrange for you to either pick them up or for them to be delivered back to you.



# Loan Agreement

- It includes information about the lender (your institution) and the borrower (UNC-Chapel Hill/NC Digital Heritage Center)
- The loan agreement should be included with the materials at time of pickup.



North Carolina  
DIGITAL HERITAGE CENTER

## Loan Agreement

for materials to be digitized by the North Carolina Digital Heritage Center in the  
Digital Production Center in the UNC-Chapel Hill University Library

### **LENDER**

**Institution:**

**Contact Information:**

### **BORROWER**

**Institution:** North Carolina Digital Heritage Center, UNC-Chapel Hill University Library,  
University of North Carolina at Chapel Hill

**Contact:** Lisa Gregory / Kristen Merryman

**Telephone:** 919-962-4836

**Email:** digitalnc@unc.edu

# Inventory Sheet

Digitizing North Carolina's Hidden Collections  
Sample Inventory Sheet

Archives/institution name:

Person preparing inventory:

Telephone/email:

Collection name:

Date span:

Number of boxes/containers:

Records Inventory

Box/Container Number	Folder /Item Number	Description of Contents

Spreadsheet, etc., that including information like:

- Institution name
- Name of the person preparing the inventory
- Telephone/Email
- Number of boxes
- Information about the materials such as:
  - *What type of materials are included (photos, yearbooks, etc.*
  - *Which boxes/folders they are in.*

# Metadata Sheet

Sample\_Metadata - Excel | Yandle, Ashley

File Home Insert Page Layout Formulas Data Review View ACROBAT Tell me what you want to do

Clipboard Font Alignment Number Styles Cells Editing

A18 Cheese Factory, Interior

	L	M	N	O	
1	Subject (Name)	Subject (Images)	Subject (Local)	Type	Format
2		Horseback riding		Image	Photograp
3		Portraits		Image	Photograp
4		Automobile dealerships;Automobile service stations;Employees;Dogs;Stores & shops;Group portraits		Image	Photograp
5		Automobile service stations;Trucks;Wreckers (Vehicles)		Image	Photograp
6		Coaches (Athletics)		Image	Photograp
7	Doughton, Robert Lee, 1863-1954.	Government officials;Legislators;Portraits		Image	Photograp
8		Children		Image	Photograp
9		Cattle		Image	Photograp
10		Portraits		Image	Photograp
11		Children		Image	Photograp
12		Portraits		Image	Photograp
13		Portraits;		Image	Photograp
14		Dwellings		Image	Photograp
15		Factories;Food processing;Cheese;Interiors		Image	Photograp
16		Portraits		Image	Photograp
17		Stores & shops;General stores;Portraits		Image	Photograp
18		Food processing;Cheese;Factories		Image	Photograp
19		Coaches (Athletics)		Image	Photograp
20		Schools;Construction		Image	Photograp
21		Fairs;Cattle		Image	Photograp
22		Fairs;Tents		Image	Photograp
23		Landscapes (Representations)		Image	Photograp
24	Doughton, Robert Lee, 1863-1954.	Government officials;Legislators;Group portraits		Image	Photograp
25		Horses		Image	Photograp
26		Fairs;Cattle		Image	Photograp

Sheet1

Ready | 100%

Questions?



METADATA





# Metadata = Information used to describe and locate materials

## Required Metadata

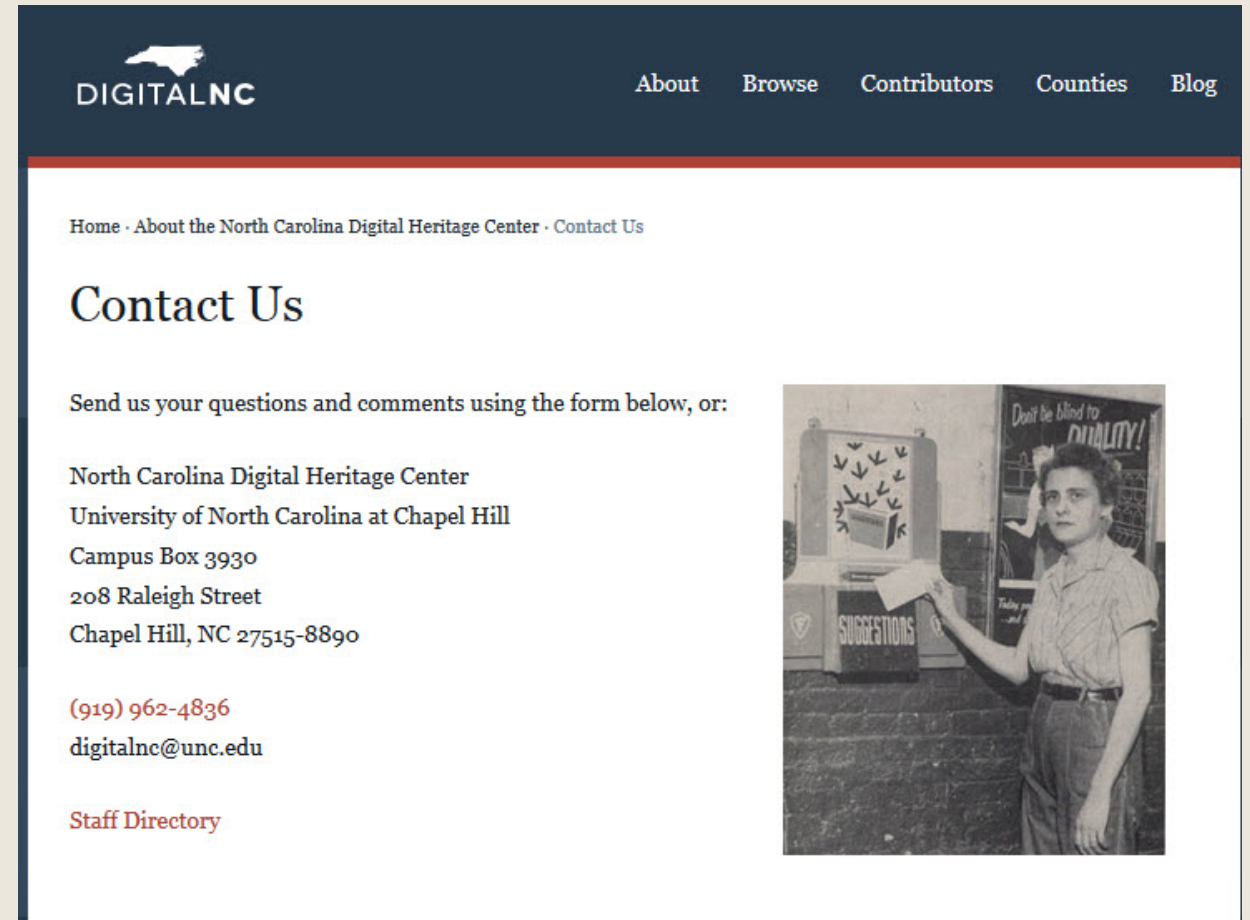
- These are the fields or types of information that the Digital Heritage Center needs from you in order to work on your materials.

## Optional Metadata

- Optional information that may help future users (and your staff) better understand and locate your materials later.

# DON'T PANIC

- All of this information is available at: <http://www.digitalnc.org/about/participate/describe/>
- The staff of Digital Heritage Center will be glad to work with you on any metadata issues.



The screenshot shows the DigitalNC website's 'Contact Us' page. At the top, there is a dark blue header with the DigitalNC logo (a white map of North Carolina) and the text 'DIGITALNC'. To the right of the logo are navigation links: 'About', 'Browse', 'Contributors', 'Counties', and 'Blog'. Below the header, there is a red horizontal line. Underneath the line, there is a breadcrumb trail: 'Home · About the North Carolina Digital Heritage Center · Contact Us'. The main heading is 'Contact Us'. Below this, it says 'Send us your questions and comments using the form below, or:'. The contact information is listed as: 'North Carolina Digital Heritage Center', 'University of North Carolina at Chapel Hill', 'Campus Box 3930', '208 Raleigh Street', 'Chapel Hill, NC 27515-8890'. Below this, there is a phone number '(919) 962-4836' and an email address 'digitalnc@unc.edu'. At the bottom left, there is a link for 'Staff Directory'. On the right side of the page, there is a black and white photograph of a woman standing next to a 'SUGGESTIONS' box. The box has a sign with arrows pointing to it. In the background, there is a poster that says 'Don't be blind to QUALITY!'.



REQUIRED METADATA





# Required Metadata

- **Title** - A name given to the item. It is up to the contributor to decide how much information to include.
- **Type** - The nature or genre of the original item.
- **Format** - Describes the specific form of the item.
- **Contributing Institution** - Full name of the organization that contributed the original item.
- **Contact Information** - Contact information for the organization that holds the original item. Contributors are encouraged to use general addresses, rather than contact information for specific staff members.
- **File Name** - The file name for the item being described.

# Levels of Description



- Not all materials need the same amount of description.
- Some typical levels of description are box, folder, or item level.
- Think about how much information researchers need to know to find what they need in a reasonable amount of time.

# Title

- What is it?
- Is it a published work with an official title or is an archival item for which you'll need to supply a title?
- Can include dates, volumes or section numbers, etc.
- Be descriptive but brief – aim for less than ten words if possible.



[The Final Draft: A Collection of Creative Works from the Students and Faculty at Durham Technical Community College Vol. XIX, 2017](#)

*Anthologies*



[Bennett College Scrapbook \[1972-1977\] \(Part 2\)](#)

*Scrapbooks*



[Chautauqua 2001 Writers of the American Renaissance: A Companion Reader](#)

*Pamphlets*



[Bennett College News Bureau Scrapbook \[1968-1970\]](#)

*Scrapbooks*



[Bennett College Scrapbook \[1982-1987\] \(Part 1\)](#)

*Scrapbooks*



[African American Builders and Architects in North Carolina: 1730-1866--Exhibit Information](#)

*Posters*



# Type & Format


## Type

- Select from a list at:  
<http://www.digitalinc.org/about/participate/describe/>
- Photograph = Image
- Letters, diaries, and other written documents = Text
- Some other options:
  - *Moving Image*
  - *Physical Object*
  - *Software*
  - *Sound*
  - *Dataset*

## Format

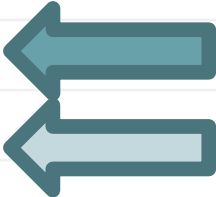
- Search the Art & Architecture Thesaurus:  
<http://www.getty.edu/research/tools/vocabularies/aat/>
- Examples:
  - *Yearbooks*
  - *Moving Images*
  - *Letters (correspondence)*
  - *Scrapbooks*
  - *Clippings (information artifacts)*
  - *Newspapers*



Thumbnail	Title	Date (numeric) ▲	Contributing Institution	Collection
	Wildlife Babies	1965	State Archives of North Carolina	North Carolina Moving Images



<b>Subject (Topic)</b>	Wildlife conservation--North Carolina. Animals--Infancy.
<b>Subject (Images)</b>	Birds Mammals Animals Baby animals Wildlife conservation
<b>Type</b>	Moving Image
<b>Format</b>	Moving images
<b>Physical Media</b>	Film: 16mm
<b>Language</b>	English
<b>Digital Collection</b>	North Carolina Sights and Sounds







## Correspondence, Katharine Smith Reynolds, A-F

*Personal correspondence, Letters (correspondence), Correspondence, Envelopes, Pamphlets, Clippings (information artifacts), Postcards, Telegrams*

Aitkin, Jessie. Page 4

◀ Previous 17 of 559 Next ▶

Page Flip View View Image & Text Download Print

Image Text Text Search...

the rest of the family  
all the best of health.  
Great big hugs for all the  
children  
Love's Dimp  
Jessie Aitkin

**Subject (Topic)** Reynolds family.

**Subject (Name)** Reynolds, Katharine Smith, 1880-1924.  
Young Women's Christian Association.

**Type** Text  
Image

**Format** Personal correspondence  
Letters (correspondence)  
Correspondence  
Envelopes  
Pamphlets  
Clippings (information artifacts)  
Postcards  
Telegrams

**Language** English

**Digital Collection** North Carolina Memory





# Contributing Institution

Full name of the organization that contributes the original item.

## Contributors by Name

[Alamance County Public Libraries](#)

Alleghany County Public Library

American Society of Furniture Designers

Anson County Historical Society

Appalachian State University

Arts Council of Fayetteville/Cumberland County

Ashe County Public Library

Asheville-Buncombe Technical Community College

Barton College

Beaufort Historical Association

Bellamy Mansion Museum

Belmont Abbey College

Bennett College

Benson Museum of Local History

Braswell Memorial Library (Rocky Mount, N.C.)

Brevard College

Brevard Music Center

Buncombe County Public Libraries

Martin Memorial Public Library (Williamston, N.C.)

Matthews Heritage Museum

Mauney Memorial Library

McDowell County Public Library

Mercy School of Nursing, part of the Carolinas HealthCare System

Meredith College

Methodist University

Mitchell Community College

Montgomery County Public Library

Montreat College

Moore County Historical Association

Moore County Library

Mount Airy Public Library

Murphy Public Library

Museum & Archives of Rockingham County

Museum of the Albemarle

Nantahala Regional Library

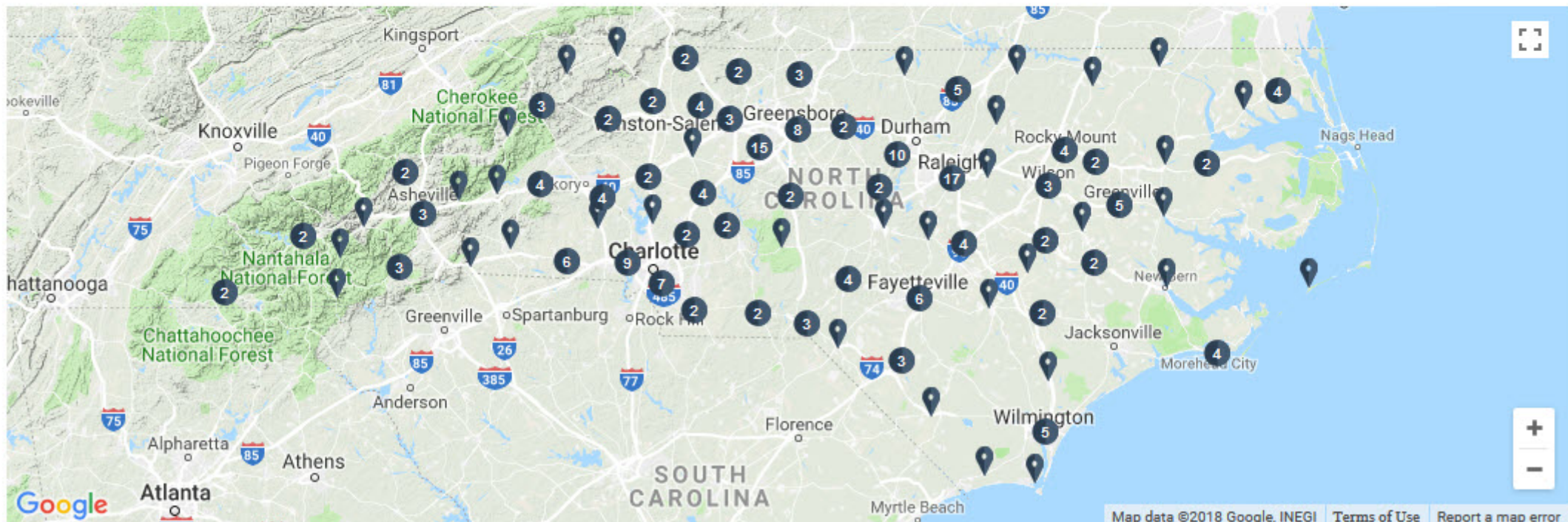
Nash Community College

NC LIVE



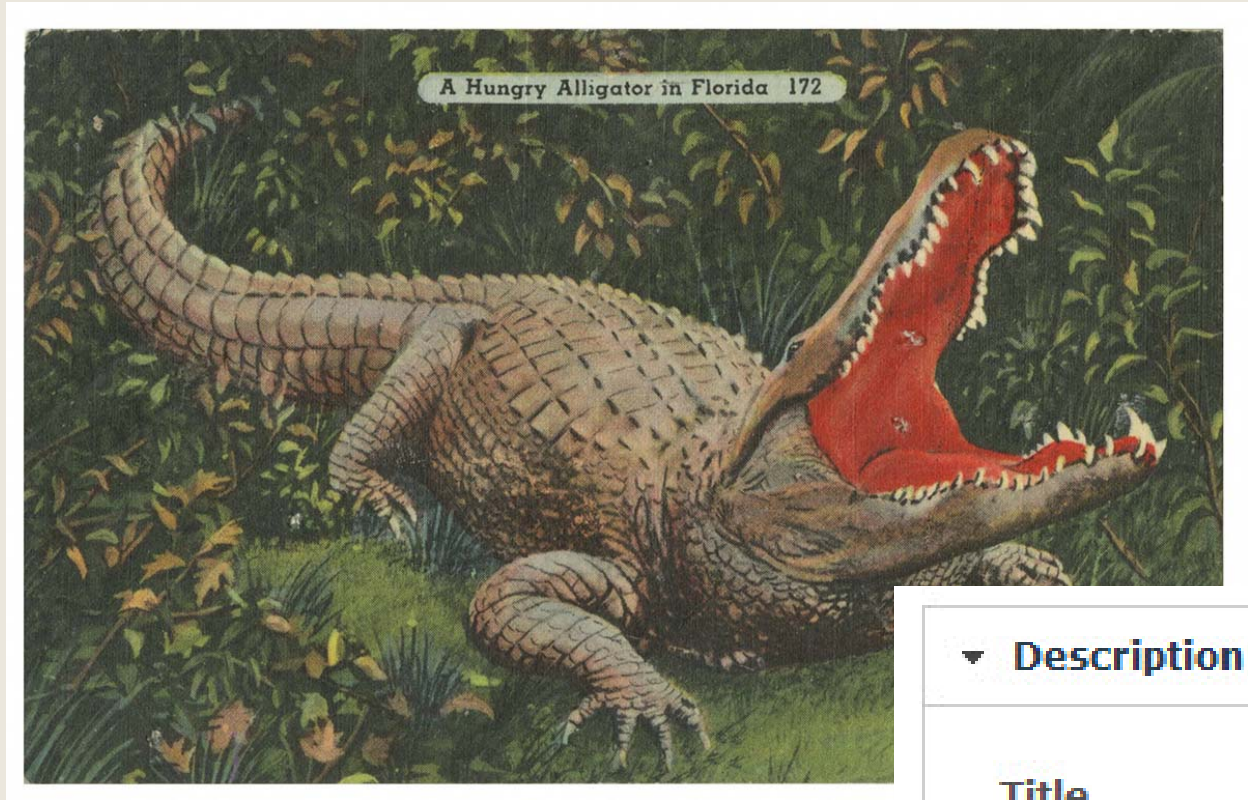
[Home](#) · [Contributing Institutions](#)

## Browse by Contributing Institution





# File Name



- File name for the item being described.
- No spaces, use underscores or dashes instead.
- No special characters.

▼ <b>Description</b>	
<b>Title</b>	<a href="#">Braswell_Postcards_0331</a>

OPTIONAL METADATA





# Optional Metadata

- **Creator** - Institutions or individuals that created or assembled the item. Names should be taken from the Library of Congress Name Authority File ([LCNAF](#)). If the name is not listed there, it should still be listed in LCNAF format.
- **Publisher** - Institutions or individuals that made the original item available. May include a name and location.
- **Description** - Narrative description of the item. This free-text description can be as short or as long as necessary.
- **Date** - Point or period of time associated with the creation of the item. This date field can include both words and numbers as necessary. For example, “circa 1950”, or “between 1980 and 1990”.
- **Date (numeric)** - Point or period of time associated with the creation of the item. This date field can contain numbers only and will be used by the system to enable searching and sorting by date. If you know specific dates (as opposed to just years), list them in year, month, date (YYYY-MM-DD) format.
- **Location** - This field should list the location depicted (if the item is an image) or the location from which a document or publication originated. Contributors are strongly encouraged to list the North Carolina county, whenever known.

# Optional Metadata



- **Language** - Language(s) of the original item.
- **Dimensions** - Size of the item. The dimensions used are up to the discretion of the contributor.
- **Collection in Repository** - The name of any larger collections of which the item is a part.
- **Item/Call Number** - Any call number or item number associated with the original item.



# Creator & Publisher

## Creator

- Who created the item? (Writer, photographer, etc.)

## Publisher

- Who made the item available.
- Primary examples: publishers of books, newspapers, or other published materials.
- But may also be any other individuals or institutions that made the original materials available.





# Nelsons' Baldwin's Salisbury, North Carolina City Directory [1951]

NELSONS' BALDWIN'S  
**SALISBURY**  
NORTH CAROLINA

**City Directory**  
MASTER EDITION

VOLUME 4

**1951**

ABCD No. 173



CONTAINING AN ALPHABETICAL DIRECTORY OF ALL RESIDENTS 16 YEARS OF AGE AND OVER, WITH DETAILED INFORMATION CONCERNING EACH: A NUMERICAL HOUSEHOLDERS' DIRECTORY AND STREET GUIDE; A CLASSIFIED BUSINESS DIRECTORY WITH SPECIAL LISTINGS FOR NATIONALLY ADVERTISED BRANDS, AND A COMPLETE BUYERS GUIDE, CIVIC SECTION, A RURAL ROUTE DIRECTORY AND A NUMERICAL TELEPHONE DIRECTORY

Issued with a special supplement edition for presentation to a selected group of private homes, Chambers of Commerce, Boards of Trade, Merchants' Associations, Selling Agents, Buyers, Government Officials and Newspapers throughout the United States.

This directory remains the property of the Baldwin Directory Company, Inc., and is leased to subscriber for a period of two years or until the next edition of the directory is published. This directory is leased for use of only one subscriber, unless different arrangements are made with publisher. Directory must be returned to publisher at the expiration of the lease.

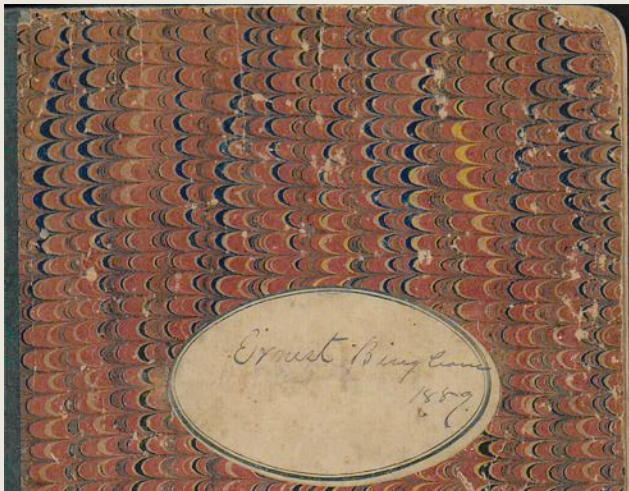
Compiled and Published By  
**Nelsons' Baldwin Directory Company, Inc.**

Home Office:  
125 MEETING STREET, CHARLESTON 5, SOUTH CAROLINA

## Object Description

Title	Nelsons' Baldwin's Salisbury, North Carolina City Directory [1951]
Publisher	Nelsons' Baldwin Directory Co. 
Date	1951
Date (numeric)	1951
Location	Salisbury (N.C.) Rowan County (N.C.)
Subject (Topic)	Salisbury (N.C.)--Directories.





▼ Object Description

**Title** Ernest Bingham Diary

**Creator** Bingham, Ernest.

**Description** Marbled cardboard cover diary inscribed "Ernest Bingham 1889 pages. Handwritten accounts of Ernest Bingham's travels, scho romance. Kept by Ernest Bingham at Kendall Green, Washington and Mebane, NC.

**Date** 1889-1894

**Date (numeric)** 1889; 1890; 1891; 1892; 1893; 1894

**Location** Orange County (N.C.)

**Type** Text

**Format** Diaries



▼ Description

**Title** Johnson C. Smith University Baseball players in uniform outside

**Description** Photograph of two unidentified JCSU Baseball players in uniform

**Location** Charlotte (N.C.)  
Mecklenburg County (N.C.)

**Subject (Name)** Johnson C. Smith University. Athletic Program.

**Subject (Images)** Baseball  
Group portraits

**Type** Image

**Format** Photographs


# Contact Information

Documents Related to Rex Hospital School of Nursing

Cutouts of Nursing Uniforms 1 of 24 Next

Page Flip View View Image & Text Download Print

Image Text **women** Go 20 found in document



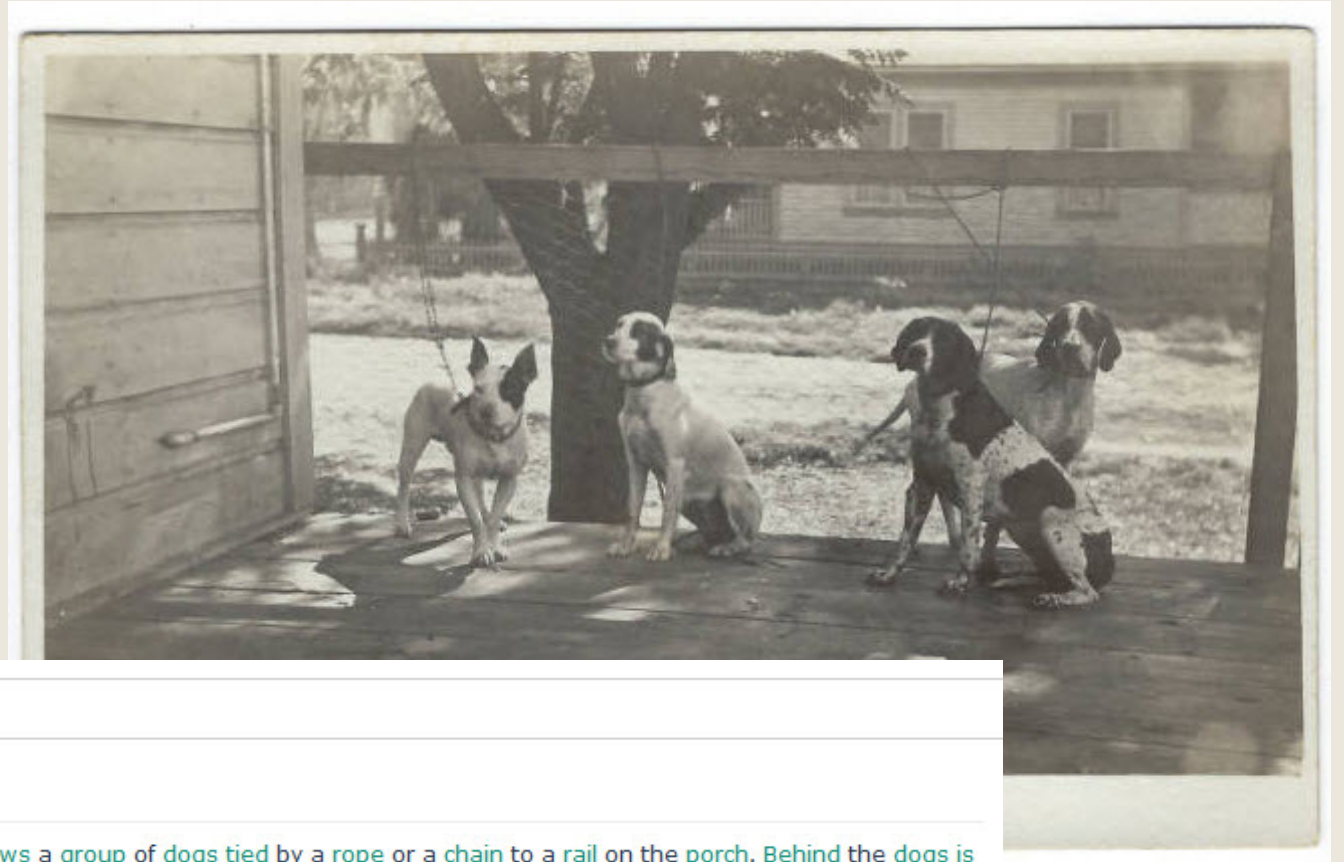
- Contact information for the organization that holds the original items.
- Include general addresses rather than specific staff members.

<b>Language</b>	English
<b>Digital Collection</b>	North Carolina Memory
<b>Contributing Institution</b>	Rex Healthcare Library
<b>Usage Statement</b>	This item is presented courtesy of Rex Healthcare Library, for research and educational purposes. Prior permission from Rex Healthcare Library is required for any commercial use.
<b>Contact Information</b>	Rex Healthcare Library   Marketing Department   919-784-4420



# Description

- Narrative description of the item
- Free-text description
- Can include history of the item, any information about how it came to the institution, grant funding information, etc.



▼ Description	
Title	Dogs
Description	Photo postcard shows a group of dogs tied by a rope or a chain to a rail on the porch. Behind the dogs is chicken wire from the rail to the floor of the porch.
Date	circa 1936
Date (numeric)	1936
Subject (Topic)	Dogs Pets.



# Dates

## Date

- Point or period of time associated with the creation of the item.
- Can include both words and numbers as necessary.
- For example, “circa 1950”, or “between 1980 and 1990”.

## Date (numeric)

- Point or period of time associated with the creation of the item.
- Contains numbers only and will be used by the system to enable searching and sorting by date.
- If you know specific dates (as opposed to just years), list them in year, month, date (YYYY-MM-DD) format.

▼ Description

<b>Title</b>	Dogs
<b>Description</b>	Photo postcard shows a group of dogs tied by a rope or a chain to a rail on the porch. Behind the dogs is chicken wire from the rail to the floor of the porch.
<b>Date</b>	circa 1936
<b>Date (numeric)</b>	1936
<b>Subject (Topic)</b>	Dogs Pets.

▼ Object Description

<b>Title</b>	Business: Piedmont Wagon Co.	<a href="#">GeoTag this Item</a>
<b>Date</b>	1909-2002	
<b>Date (numeric)</b>	1909; 1910; 1911; 1912; 1913; 1914; 1915; 1916; 1917; 1918; 1919; 1920; 1921; 1922; 1923; 1924; 1925; 1926; 1927; 1928; 1929; 1930; 1931; 1932; 1933; 1934; 1935; 1936; 1937; 1938; 1939; 1940; 1941; 1942; 1943; 1944; 1945; 1946; 1947; 1948; 1949; 1950; 1951; 1952; 1953; 1954; 1955; 1956; 1957; 1958; 1959; 1960; 1961; 1962; 1963; 1964; 1965; 1966; 1967; 1968; 1969; 1970; 1971; 1972; 1973; 1974; 1975; 1976; 1977; 1978; 1979; 1980; 1981; 1982; 1983; 1984; 1985; 1986; 1987; 1988; 1989; 1990; 1991; 1992; 1993; 1994; 1995; 1996; 1997; 1998; 1999; 2000; 2001; 2002	
<b>Location</b>	Hickory (N.C.) Catawba County (N.C.)	
<b>Subject (Topic)</b>	Industries--North Carolina.	

# Location

The screenshot shows the 'Images of North Carolina' website interface. At the top, there is a navigation bar with the text 'Home · Collections & Exhibits · Images of North Carolina'. Below this is a search bar with the placeholder text 'Search Images' and a 'Search' button. Underneath the search bar are two buttons: 'Browse by Subject' and 'Browse by Location'. The 'Browse by Location' button is highlighted in red. Below these buttons is a section titled 'Browse by Location' with a search input field containing the placeholder text 'Start typing to filter list' and a refresh icon. Below the search field are two columns of location names, each preceded by a letter in a blue square. The first column is headed with 'A' and lists: Advance (N.C.), Afton (N.C.), Ahoskie (N.C.), Aiken County (S.C.), Akron (Ohio), Alamance County (N.C.), Albemarle (N.C.), and Alleghany County (N.C.). The second column is headed with 'M' and lists: Macon County (N.C.), Madison (N.C.), Madison County (N.C.), Maggie Valley (N.C.), Magnolia (N.C.), Mamers (N.C.), Manteo (N.C.), and Marawi (Philippines).

- Location depicted (if the item is an image) or the location from which a document or publication originated.
- Contributors are strongly encouraged to list the North Carolina county, whenever known.
- If you know the city, please list the county as well.
- You can also use just “North Carolina” if you know it was taken in the state, but not where.





▼ Description

**Title** [Cooleemee Street Scene](#)

**Description**

The mill built over 360 houses, most with four rooms and a lot large enough for a garden and smokehouse. Residents hauled water to each home from community pumps. From the 1920s until 1953, when the mill offered to sell the houses, rent remained at 25 cents per room per week. After World War II, paving replaced the dirt streets packed with coal cinders. (Courtesy of Textile Heritage Center at Cooleemee.)

**Location**

[Cooleemee \(N.C.\)](#)  
[Davie County \(N.C.\)](#)



**Subject (Images)**

[Dwellings](#)  
[Neighborhoods](#)

**Subject (Local)**

[Communities](#)

**Type**

[Image](#)

**Format**

[Photographs](#)

**Digital Collection**

[Images of North Carolina](#)

**Digital Exhibit**

[Digital Davie](#)

**Contributing Institution**

[Davie County Public Library](#)

# Language

- Language(s) of the original item.

**WORD WIDE: Writers of the Americas**  
**WORD WIDE: Escritores de las Américas**

---

A ten week series of public readings, writing workshops, and other festive cultural events across North Carolina celebrating latino writers and readers

Diez semanas de lecturas públicas, talleres de escrituras, y otros festivos eventos culturales en Carolina del Norte para celebrar a los lectores y a los escritores latinos

**with Luis Rodríguez**  
and Latino writers from North Carolina

**con Luis Rodríguez**  
y escritores latinos de Carolina del Norte



# Dimensions





- Size of the item.
- The dimensions used are up to the discretion of the contributor.

<b>Format</b>	<a href="#">Photographs</a>
<b>Dimensions</b>	16.5 x 20 cm / 6.5 x 8 in.
<b>Digital Collection</b>	<a href="#">Images of North Carolina</a>
<b>Digital Exhibit</b>	<a href="#">North Carolina's Historically Black Colleges and Universities</a>
<b>Contributing Institution</b>	<a href="#">Johnson C. Smith University</a>

# Collection in Repository

- The name of any larger collections of which the item is a part.

Location	<a href="#">Charlotte (N.C.)</a> <a href="#">Mecklenburg County (N.C.)</a>
Subject (Topic)	<a href="#">African Americans--North Carolina--Charlotte--Social life and customs.</a>
Subject (Name)	<a href="#">Steele, Dorothy Fletcher.</a>
Subject (Images)	<a href="#">Organizations</a>
Type	<a href="#">Image</a>
Format	<a href="#">Photographs</a>
Dimensions	25 x 20 cm / 10 x 8 in.
Digital Collection	<a href="#">Images of North Carolina</a>
Digital Exhibit	<a href="#">North Carolina's Historically Black Colleges and Universities</a>
Contributing Institution	<a href="#">Johnson C. Smith University</a>
Collection in Repository	<a href="#">A. O. &amp; Dorothy Steele Collection</a>
Rights Statement	<a href="#">Copyright Undetermined</a> 
Contact Information	<a href="#">James B. Duke Memorial Library / 100 Beatties Ford Rd. / Charlotte, NC 28216 / (704) 371-6731 / http://library.jcsu.edu</a> 
Digitization Notes	<a href="#">Image provided by James B. Duke Memorial Library, Johnson C. Smith University.</a>



# Item/Call Number

- Any call number or item number associated with the original item.



▼ Description	
Title	Harness Horses
Creator	Hemmer, John G.
Description	Harness Racing Trotter
Date	1931
Date (numeric)	1931
Location	Moore County (N.C.) Pinehurst (N.C.)
Subject (Images)	Horses Racetracks
Type	Image
Format	Photographs
Digital Collection	Images of North Carolina
Contributing Institution	Tufts Archives (Pinehurst, N.C.)
Item/Call Number	HEM 2395



# CARE AND FEEDING OF DIGITIZED MATERIALS





# Care and Feeding of Digitized Materials

What happens after digitization?

- Outreach
  - *Programs and outreach*
  - *Social Media*
- Preservation
  - *File management*
  - *Preservation overview*





# Programs and Outreach

- Involve donors of the materials, if they're known.
- Create tools using the materials: lesson plans, teaching sets, pathfinders, etc.
- Think about who in your community may have an interest in the materials:
  - *Neighborhood groups, religious communities, alumni or friends groups, etc.*
  - *Genealogical groups, K-12 teachers and students*
  - *Local media, sports organizations, companies, local government, etc.*
- Example: Wayne County Public Library – Minor league baseball programs used as posters and promotional items.



# Social Media



- If you don't have social media, consider the long-term pros and cons of starting one.
- If you already have social media, use what you have.
- Investigate national hashtags, local historical events, national & international "days of" (National Puppy day, Throwback Thursdays, etc.)
- Follow other cultural heritage accounts and, when possible, coordinate joint social media posts about materials.

# Discussion

- What ways could you promote your own materials?
- What additional connections, training, or resources do you think you'd need?
- What have you seen other institutions do to promote their materials that you or others could emulate?
- Other questions or concerns related to outreach?



# Preparing for the Future

- You still have your physical copy to reference if something happens to the digitized copies.
- But it makes sense to do what you can to make digitized materials accessible for as long as possible.
- Extra care needs to be taken with digitized AV content.
- Think of this as preparation for a time when many of these types of materials will come to you as born digital materials.





# File Management and Preservation

## How will you store files?

- Where will you store them? Onsite or in a cloud environment?
- Who will have access to the digitized copies?
- Will you reference the digital copies on site?
- Do you need a file naming plan?

## How will you preserve the files?

- What tools are available to make sure your digitized files remain viable?
- Do you have a plan for storage migration and backup?
- What tasks do you need to do to check on the files? How often do you need to do these tasks?



# Preservation Resources

The screenshot shows the 'Digital Preservation Education' website. The header includes navigation links: Home, Create, Manage, Policies, and More Resources. The main content area features a large graphic with the text 'Digital Preservation Best Practices and Guidelines'. Below this, there are four colored boxes: 'I Create Files' (green), 'I Manage Files' (purple), 'Policies, Guidelines' (blue), and 'More Resources' (orange). A list of five video resources is displayed, each with a thumbnail, title, and duration:

- 1. **Identifying and Protecting Essential Family Records** (7:10) - State Archives of North Carolina
- 2. **General Paper Preservation Tips** (10:33) - State Archives of North Carolina
- 3. **Caring for and Sharing Family and Personal Papers** (10:08) - State Archives of North Carolina
- 4. **The Care and Preservation of Family Photographs** (12:02) - State Archives of North Carolina
- 5. **Managing and Preserving Digital Images** (10:47) - State Archives of North Carolina

- Digital Preservation Best Practices and Guidelines (SLNC & SANC):  
<http://digitalpreservation.ncdcr.gov/>
- Preservation (SANC):  
<https://archives.ncdcr.gov/researchers/preservation>
- Digital Records (SANC):  
<https://archives.ncdcr.gov/government/digital-records>
- The Care & Handling of Family Papers, Photographs, & Essential Records (SANC):  
<https://www.youtube.com/playlist?list=PL2w9jUBdiGKvTEyMA1XpOGKJtSXItDnVC>

# Questions?





# CONTACT US

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