6-2019

Supporting Community Archives (Or, How I Learned to Let Go and Love History Harvests)

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Supporting Community Archives

OR...

How I learned to let go and love History Harvests

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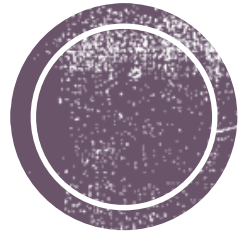
Kimberly McKee   **Director, Kustche Office of Local History, GVSU**

What's a History Harvest?

- Event or series of events coordinated by history and information professionals

- Hosted by community organizations:
  - History centers
  - Historical societies
  - Public museums
  - Public libraries

Collaborative Approach to Community Archiving

- Invite the community to "donate" digital copies
  - Photographs
  - Scrapbooks
  - Diaries & journals
  - Letters

- Optionally, record audio or video oral histories

Collaborative Approach to Community Archiving

- Enlist students and/or volunteers to help
  - High school and/or college

- Skill Building:
  - Event planning
  - Marketing
  - Digitization
  - Photography
  - Metadata
  - Digital curation
  - Preservation

SAUGATUCK-DOUGLAS
HISTORY CENTER

Stories of Summer

Stories of Summer documents a time when Saugatuck-Douglas gained a reputation as a "home for all." The twin lakeshore towns were seen as welcoming to diverse communities ranging from those involved with the art schools and lakeshore camps to college students, concert goers, and members of notorious motorcycle gangs as well as individuals part of the LGBT community. Additionally, year round residents and those who summered in the area helped to cultivate a community that contributed to making the lakeshore communities an inviting place. We're looking to hear from folks who spent time locally during the transformational decades of the 1950s-1970s. This project will gather stories through the digitization of objects, photographs, and ephemera while the people who experienced these times are still able to share them.

Collections will take place at the Old School House, 130 Center St., Douglas

History Harvest Collection Dates

Saturday, June 2   9am-4pm
Saturday, July 21   9am-4pm

Bring your stories, old letters, photographs, diaries, maps, images, and ephemera to share on our History Harvest Days. Our goal is to digitize materials and record your stories that document the history of the 1950's-1970's.

Oral History Collection Dates

Monday, June 4   9am-12pm
Tuesday, June 5   9am-12pm
Wednesday, June 6   9am-12pm

Come spend an hour or more and share with us your stories of Saugatuck-Douglas.

Questions? Contact Saugatuck-Douglas History Center at 269-857-5751

This project is funded by a Common Heritage Grant from the National Endowment for the Humanities.

GRAND VALLEY STATE UNIVERSITY, KUTSCHE OFFICE OF LOCAL HISTORY

NATIONAL ENDOWMENT FOR THE humanities

Experiential Learning Opportunity

- Hands-on experience with cultural heritage materials

- Cross-generational community building

Experiential Learning Opportunity

- Collect copies, send the originals home
  - Volunteers digitize materials on flatbed scanners, or with cameras
  - Donors keep original materials, give non-exclusive license to preserve and share
- Collect metadata from the source/donor
  - Volunteers conduct interview with donor to get first-hand item metadata
  - Record data on item log sheet
- Build relationships and strengthen communities
  - Event serves as a memory nexus – connects individuals to community of memory
  - Host institution strengthens ties to community, building trust
  - Volunteers build relationships with each other and HH host and organizers

Collect, Preserve, and Share Digital Objects

Planning for Success

Scope and Intent

- Who or what are we documenting?

- What kinds of materials do we want to collect?

- How much can we collect and manage?

- What is our time frame for collecting, processing, and preserving?

- Any legal or ethical considerations?

WILLOW DRIVE NURSERY, INC.
Rt. 1, 348-5th N.W., Ephrata, WA 98823
(509) 787-1555

Equipment Needs

- Laptop or desktop computers
- Flatbed scanner
- Handheld scanner
- Digital camera, tripod, lights
- Digital audio or video recorder
- Digital storage and backup

Collection Management Preparation

- Metadata and digitization instructions, worksheets, and templates

- Permission forms (informed consent, deed of gift, NE license)

- Oral History question scripts

- Train students or volunteers to use equipment, worksheets, forms, and/or conduct oral history interviews

Interview Questions/Prompts:

This is [interviewer name] and I am here today with [interviewee name] at [place] in [city and state] on this day [day, month, and year]. This oral history is being collected as part of the "Stories of Summer" project, which is supported in part by a grant from the National Endowment for the Humanities Common Heritage Program.

Thank you for taking the time to talk with me today. I am interested to learn more about your family history and your experiences of summer in the Saugatuck-Douglas area.

Can you please tell me your full name and spell it?

Do you use any accents when spelling your name? Where?

CHILDHOOD/FAMILY

Tell me about where you grew up.
> *(Place? Time/dates? Places lived. Family member names, remember to clarify relationships and spelling of names.)*

What are some of your most vivid memories from your childhood?

Please tell me more about your family and family history.
> *(Clarify names and relationships across time. Check spellings. May help to briefly sketch family tree and key relationships to include with interview? Asking about occupations of family members, traits/talents/interests all important.)*

QUESTIONS FOR YEAR-LONG RESIDENTS

How and when did your family first come to Saugatuck-Douglas?)

Why did you first come to Saugatuck-Douglas? Or why did your family first come to Saugatuck-Douglas?

What was that like? What were your first impressions of the area?

What was your experience growing up in the area?

Can you share any particular memories about living here? Things or moments that are especially memorable for you, good or bad?

Were there any others places/institutions that are important to you here in Saugatuck-Douglas? (In other words: are there key places where you or your children/grandchildren/others go to school? Worship? Shop? Socialize? Play? Eat? Etc.)

QUESTIONS FOR SEASONAL RESIDENTS

How and when did you first come to Saugatuck-Douglas?

Why did you first come to Saugatuck-Douglas?

What was that like? What were your first impressions of the area?

How long have you been coming to Saugatuck-Douglas? Where else do you live during the year?

Where did you stay during your summers in Saugatuck? Who did you come to Saugatuck with?

What was this area like then?

What was your favorite place to eat in the summer?

Did you have a summer job locally? How old were you? What was that experience like?

Did you spend time on or near the water? What activities did you participate in? Where did you go?

If you stayed in Saugatuck, did you ever go over to Douglas? If you were in Douglas, did you go to Saugatuck?

Were there any others places/institutions that are important to you here in Saugatuck-Douglas?

LOOKING TOWARD THE FUTURE

What are some of your hopes for the future? For yourself? For your children and family members? For your community?
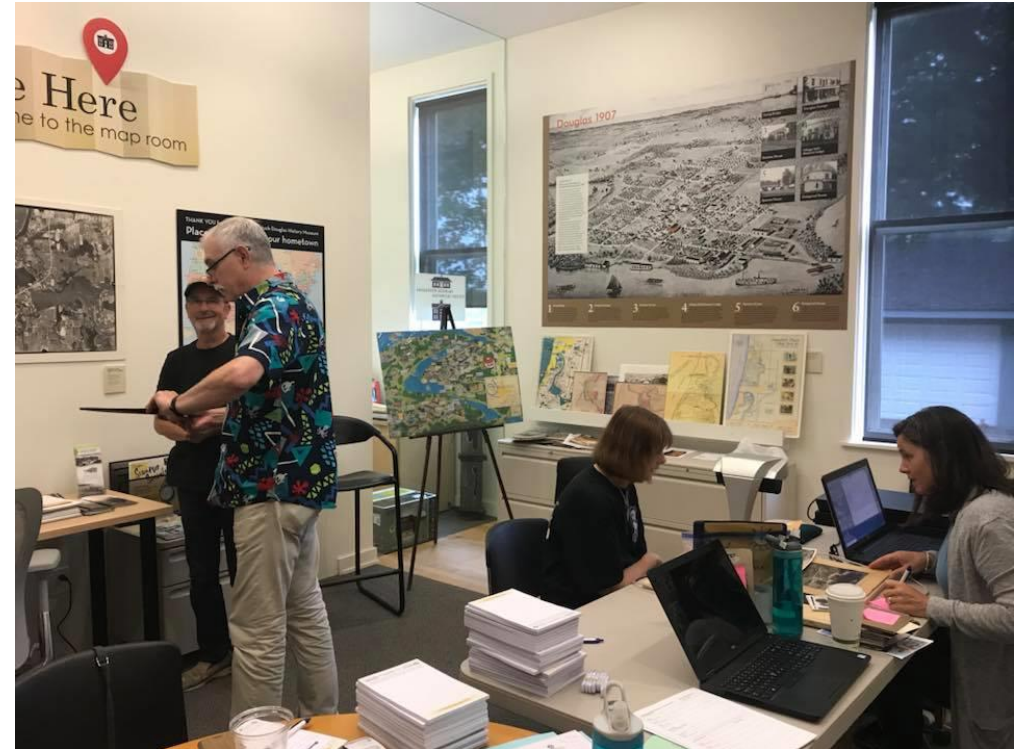
Would you want your children to go into your line of work?

What do you think are some of the greatest needs currently facing your family? Your community?

Event Space Needs

- Tables/desks and chairs
- Outlets, power strips
- WiFi
- Open to public
- Familiar or welcoming to community
- Quiet or isolated rooms for audio and video recording

Communication and Marketing

- Connect with the community directly
- Word of mouth
- Fliers, posters, bulletin boards
- Newspaper event notices
- Local TV News
- Social Media

Growing Community: Oceana's Agricultural History Project

Saturday, June 18, 2016
Hart City Community Room
407 State St.
10am-3pm

Refreshments will be provided

You are invited! Bring your stories, old letters, photographs, diaries, maps, images, documents to share. Our goal is to digitize and record materials about Oceana's migrant families, growers, and community members and make them available for use by students, teachers, and a general public. You will keep your original items and also be given a copy of the digital materials for your personal use.

For more information contact the Oceana Hispanic Center, (231) 301-8300 or via email at oceanahispaniccenter@gmail.com

NATIONAL ENDOWMENT FOR THE Humanities

OCEANA COUNTY HISTORICAL AND GENEALOGICAL SOCIETY

GRAND VALLEY STATE UNIVERSITY KUTSCHE OFFICE OF LOCAL HISTORY

Oceana Hispanic Center

Conducting the Harvest

Holding the Event - Pre-Planning

- How many community partners are you working with?
- Consent forms, permission forms, oral history script finalization
- History Harvest volunteer training
- Volunteer Schedule
  - Who is recruiting oral history participants?
  - How is the schedule being organized?
- Photography, videography
  - How are you documenting your event?
- Where are digitization stations located?

Holding the Event

- Participant intake
  - Review consent forms

Stories of Summer Project

1. I, _____, agree to participate in an interview in connection with the "Stories of Summer" project. I understand that the purpose of this project is to document the area's rise to become a lakeshore destination that welcomed diverse communities in the mid-twentieth century, and other contemporary stories as a way to foster dialogue and a great sense of community among all area residents.

2. I understand that I will be identified by name, subject to my consent. I will also be identified by name in any transcript (whether verbatim or edited) of such interview, subject to my consent. If I choose to remain anonymous, I know that any recording(s) made of my interview, any digitized materials, and any hard copy or digitized materials collected in connection with this interview will be either immediately returned to me or destroyed.

3. I understand that, upon completion of the interview, and subject to all the other terms and conditions of this Agreement, GVSU shall own the copyright to this work and will be able to use it in any manner it chooses including, but not limited to, promotion of the Grand Valley State University and its activities in any medium as well as use by researchers and students in presentations, publications, exhibitions, and/or dissemination on the Internet and successor technologies. By giving permission, I understand that I do not give up any copyright or performance rights that I may hold. I shall be given a perpetual permissive license to use my contribution in any manner or any medium as long as I notify GVSU prior to such use.

4. I understand that upon the completion of this interview and signing this release, the recording will be kept in Grand Valley State University Libraries' Special Collections and Archives (in Allendale, MI). A copy will also be given to the Saugatuck-Douglas History Center (in Douglas, MI).

5. I understand that photographs may be taken of me, subject to my consent, in the course of my participation in the oral history project to be used, published, and copied in any medium.

6. If I have questions about the research project or procedures, I know that I can contact: Dr. Kimberly McKee, Director of the Kutsche Office of Local History, 324B Lake Ontario Hall, Grand Valley State University, One Campus Drive, Allendale, MI 49401, (616)331-8099 or via email at kutsche@gvsu.edu

_____I agree to be identified by name in any transcript or reference to any information contained in this interview.

_____ I agree to allow my photograph to be used in this study.

_____ I choose to withdraw from this study. I understand that if I check this box, my recorded interview and any other written or digital documentation obtained as part of this interview will either be immediately returned to me or destroyed.

Date: _____   Name: _____
                                         [printed]

Signature: _____

Interviewed by: _____

Holding the Event

- Digitization intake
- Transferring files from audio recorders to external drive
- Documenting the day's events

GRAND VALLEY STATE UNIVERSITY
KUTSCHE OFFICE OF LOCAL HISTORY

Permission Form

We are digitizing these photographs, clippings, letters, and other memories as part of a project called "Stories of Summer." Its purpose is to document the area's rise to become a lakeshore destination known for welcoming diverse communities, and other contemporary stories as a way to foster dialogue and a great sense of community among all area residents. Partners in this effort include Grand Valley State University and the Saugatuck-Douglas History Center.

I understand that the Stories of Summer project team will be making digital copies of the materials I have brought to them. I understand that I will keep the original items, and the Project team will keep and manage the digital copies. I declare that I am the owner of these original materials and hold the sole right to authorize copies (copyright), to the best of my knowledge.

I give the Stories of Summer project team permission to preserve the digital copies.

I give the Stories of Summer project team permission to make the digital copies available to researcher and the public. This may include using the digital copies in exhibits, publications, making the digital copies available online, and other uses. I understand that people who access the digital copies may use them for their own projects.

Name: _____ [printed]

Signature: _____ Date: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Email Address: _____

Managing the Collection

Data Curation

Establish consistent file naming conventions

- DON'T use periods, apostrophes, or special characters
- DON'T leave spaces
- DO use underscores and dashes
- DO use a logical mix of human- and machine-friendly segments
- DO keep it concise

Collection Identifier   Date in ISO format

[Coll-ID]_[Short-title]_[yyyymmdd]_####

Short textual title   File sequence

Separate segments with underscore or dash
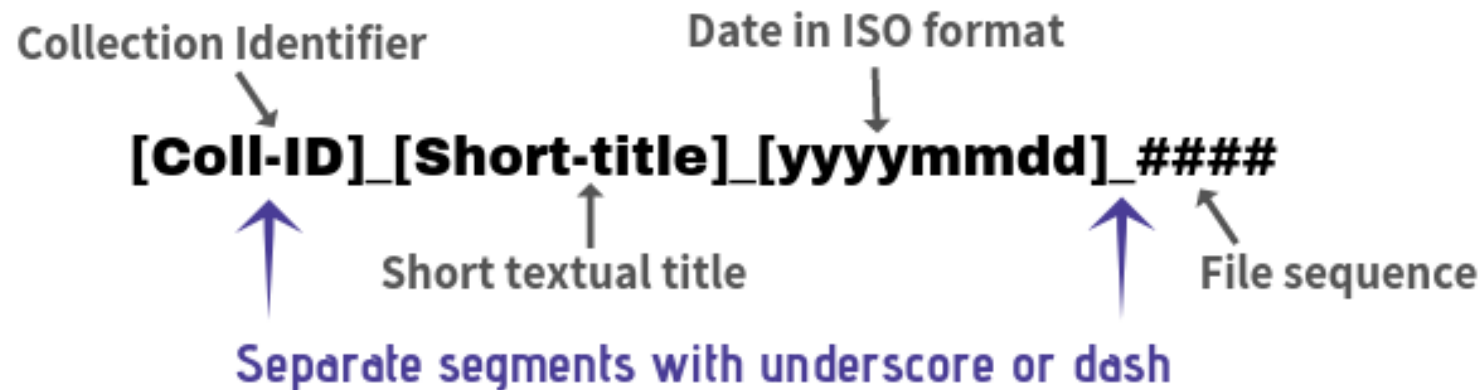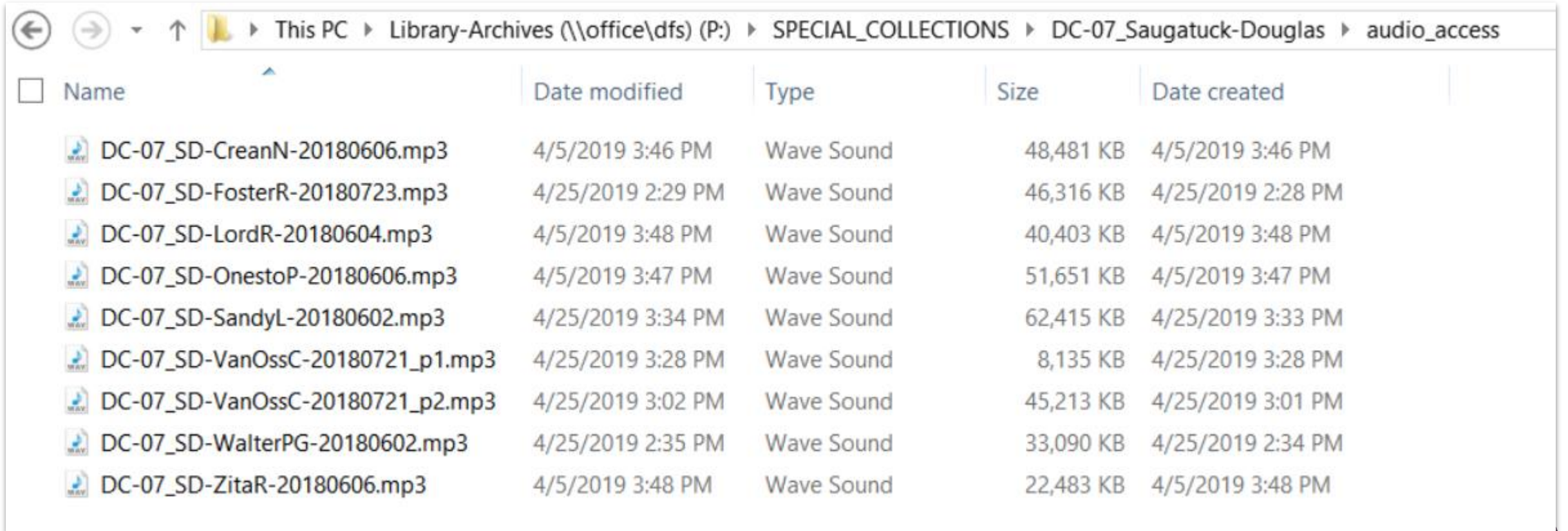
Data Curation

Establish and maintain consistent file structure
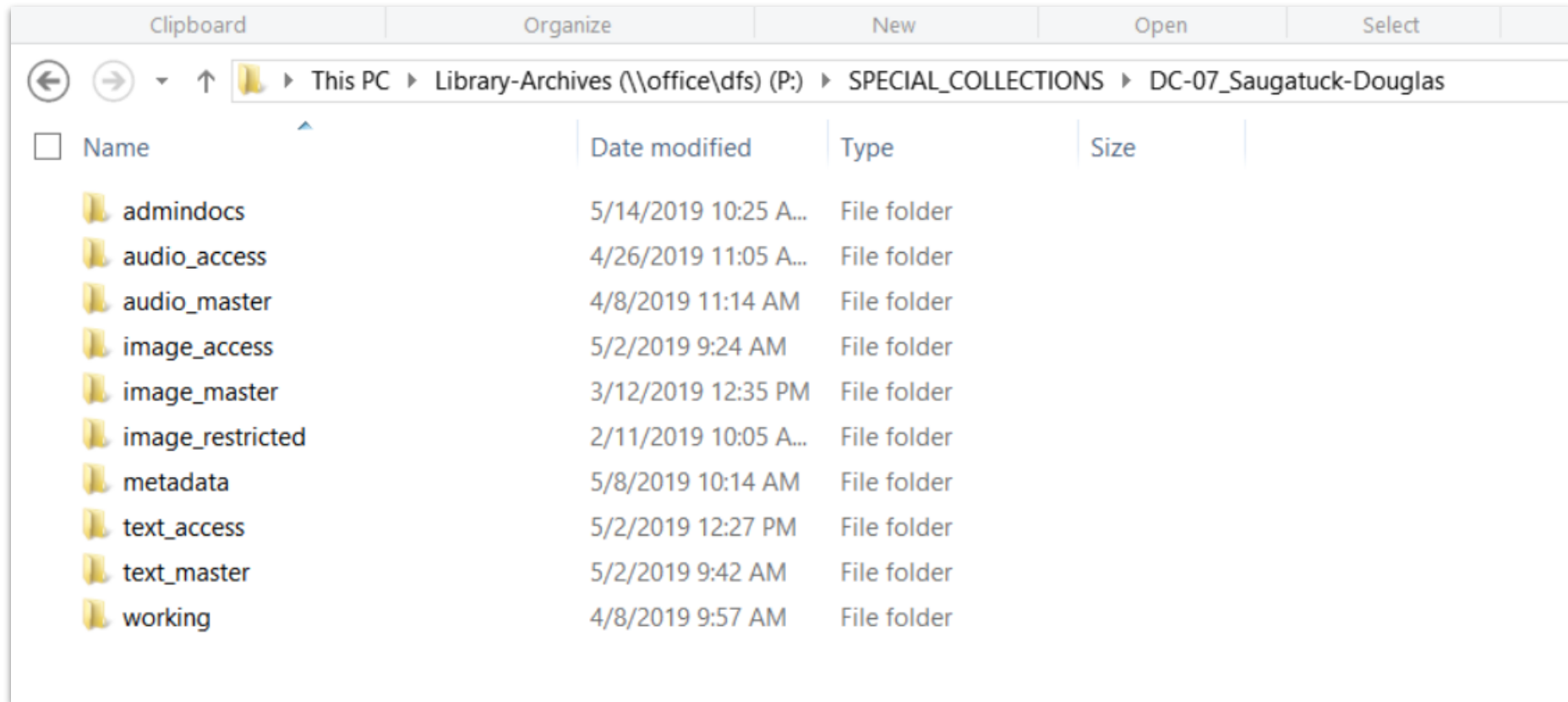
Data Curation

Create normalized access files optimized for online sharing

Name	Date modified	Type	Size	Date created
↩ DC-07_SD-CreanN-20180606.mp3	4/5/2019 3:46 PM	Wave Sound	48,481 KB	4/5/2019 3:46 PM
↩ DC-07_SD-FosterR-20180723.mp3	4/25/2019 2:29 PM	Wave Sound	46,316 KB	4/25/2019 2:28 PM
↩ DC-07_SD-LordR-20180604.mp3	4/5/2019 3:48 PM	Wave Sound	40,403 KB	4/5/2019 3:48 PM
↩ DC-07_SD-OnestoP-20180606.mp3	4/5/2019 3:47 PM	Wave Sound	51,651 KB	4/5/2019 3:47 PM
↩ DC-07_SD-SandyL-20180602.mp3	4/25/2019 3:34 PM	Wave Sound	62,415 KB	4/25/2019 3:33 PM
↩ DC-07_SD-VanOssC-20180721_p1.mp3	4/25/2019 3:28 PM	Wave Sound	8,135 KB	4/25/2019 3:28 PM
↩ DC-07_SD-VanOssC-20180721_p2.mp3	4/25/2019 3:02 PM	Wave Sound	45,213 KB	4/25/2019 3:01 PM
↩ DC-07_SD-WalterPG-20180602.mp3	4/25/2019 2:35 PM	Wave Sound	33,090 KB	4/25/2019 2:34 PM
↩ DC-07_SD-ZitaR-20180606.mp3	4/5/2019 3:48 PM	Wave Sound	22,483 KB	4/5/2019 3:48 PM

This PC ▸ Library-Archives (\\office\dfs) (P:) ▸ SPECIAL_COLLECTIONS ▸ DC-07_Saugatuck-Douglas ▸ audio_access

Metadata - Descriptive

- Supported by access platform, but ideally system agnostic
- Flexible
- Consistently applied
- Compatible with common standards and vocabularies
  - LCSH
  - LCNAF
  - ISO 8601 (dates)
  - TGN
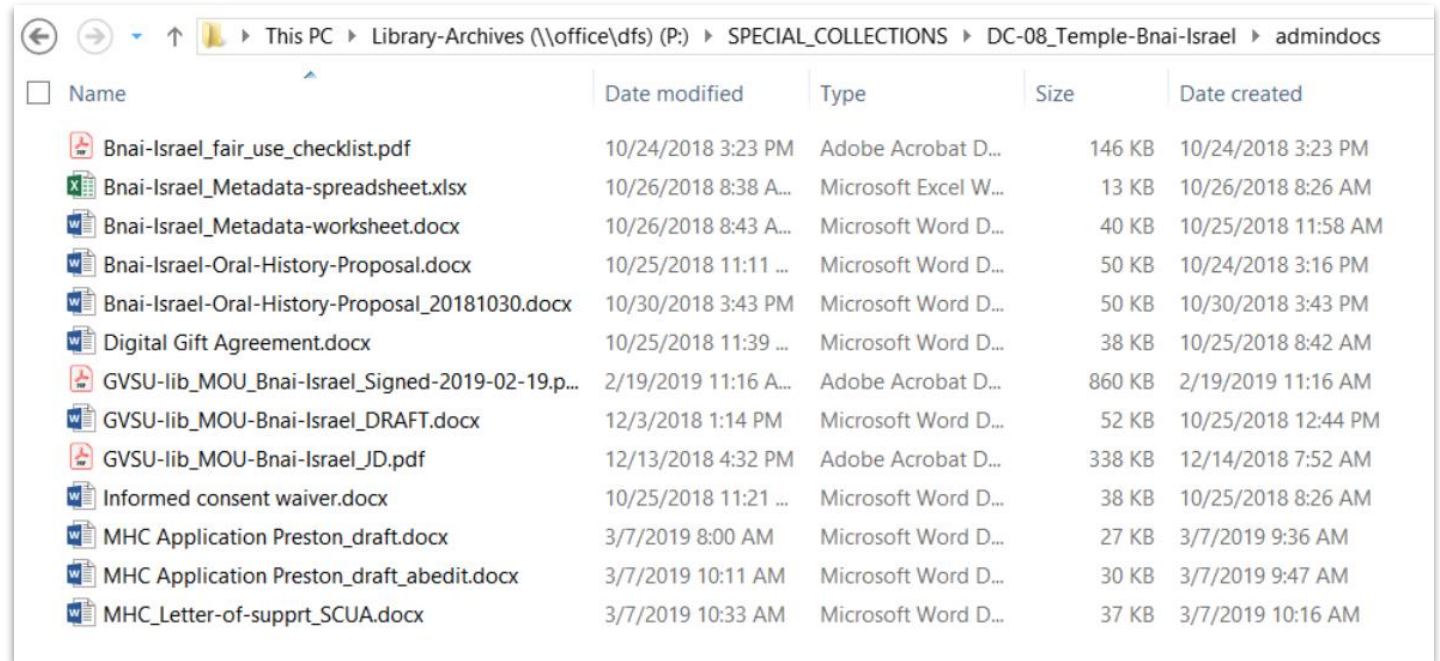 - rightsstatements.org

Dublin Core

MODS   VRA Core

Local Standard

Metadata - Administrative

- Planning documents
- MOUs and agreements
- Consent forms and waivers
- Deeds of gift
- Collection processing instructions
- Metadata guidelines
- Relevant correspondence

Metadata - Technical/Preservation

- Fixity
  - MD5
  - SHA-1
- Formats
  - DROID (Digital Record Object Identification)
  - FITS (File Information Toolset)
  - Siegfried: signature-based file format identification tool
- Migrations
  - Notes and metadata relating to any file migrations already performed
- Virus scanning

- Text files
- Comma Separated Values (CSV)
- BagIt
  - "Bag" structure
  - "Tag" manifest

📁 data	7/24/2018 2:13 PM	File folder	
📄 bag-info.txt	7/24/2018 11:23 A...	Text Document	1 KB
📄 bagit.txt	7/24/2018 11:23 A...	Text Document	1 KB
📄 manifest-sha256.txt	7/24/2018 11:23 A...	Text Document	117 KB
📄 manifest-sha512.txt	7/24/2018 11:23 A...	Text Document	165 KB
📄 tagmanifest-sha256.txt	7/24/2018 11:23 A...	Text Document	1 KB
📄 tagmanifest-sha512.txt	7/24/2018 11:23 A...	Text Document	1 KB

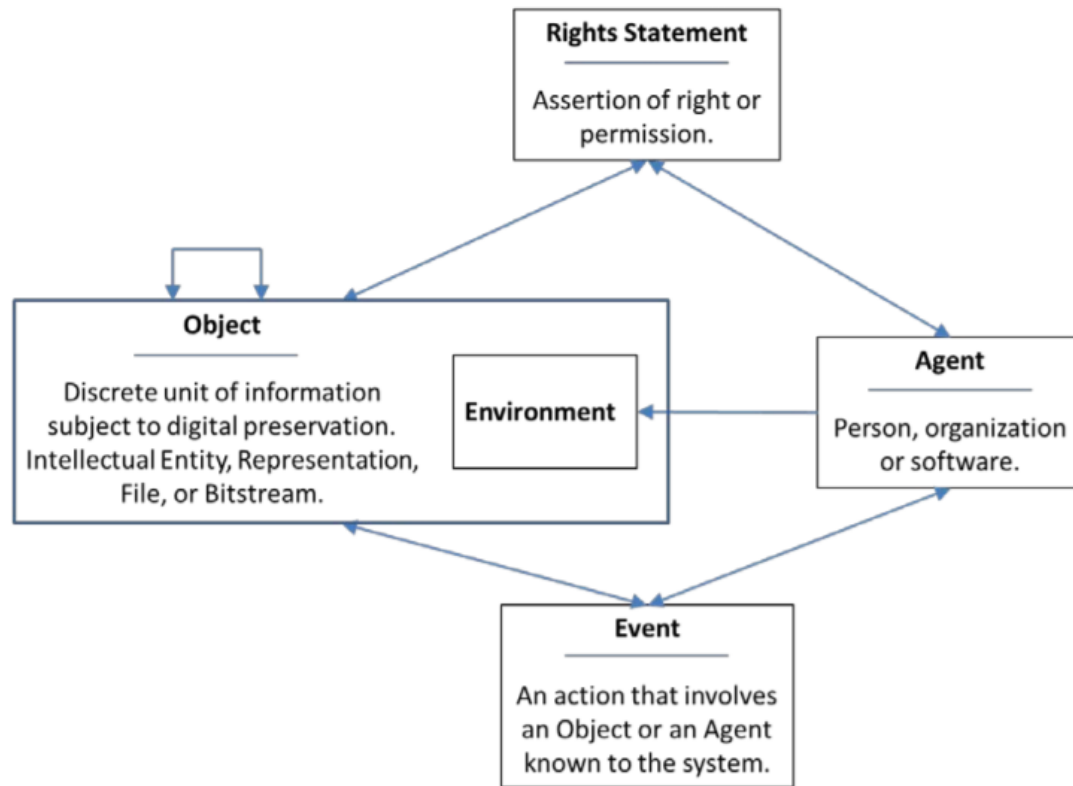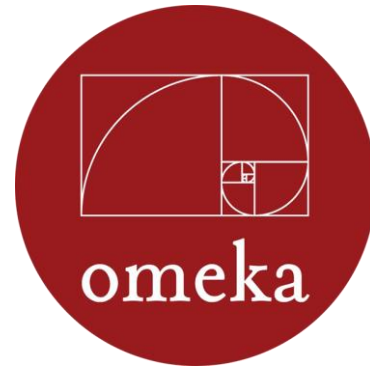# Metadata - Technical/Preservation

Figure 1: The PREMIS Data Model

- **PREMIS Data Dictionary**
  - International standard for metadata supporting preservation of digital objects
  - Outlines specific pieces of information needed to define properties of a digital object, in order for it to remain viable or to ensure continued access by providing contextual information as well as details on rights and usage.

Putting it Online

Putting it Online

Putting it Online

	B	C	D	E	F	G	H
1	Dublin Core:Identifier	Dublin Core:Creator	Dublin Core:Date	Dublin Core:Title	Dublin Core:Description	Dublin Core:Contributor	Dublin Core:Subject
2	DC-07_SD-Walsh-J_0001	Walsh, Jerri	1966-09	College students talking outside Coral Gables	Photograph of a trio of young adults having a conversation out		Michigan;Saugatuck (Mich
3	DC-07_SD-Walsh-J_0003	Walsh, Jerri	1966-09	College students smiling outside Coral Gables	Photograph of a trio of young adults enjoying each other's con		Michigan;Saugatuck (Mich
4	DC-07_SD-Walsh-J_0004	Walsh, Jerri	1966-09	Young woman on a dock overlooking the Kalan	Photograph of a young woman walking on a dock overlooking		Michigan;Saugatuck (Mich
5	DC-07_SD-Walsh-J_0005	Walsh, Jerri	1966-07-04	Crowded beach on Fourth of July weekend	Photograph of a large crowd standing on the beach and gather		Michigan;Saugatuck (Mich
6	DC-07_SD-Walsh-J_0007	Walsh, Jerri		Crowded beach with people sunbathing	Photograph of a large crowd of people sunbathing on the beac		Michigan;Saugatuck (Mich
7	DC-07_SD-Walsh-J_0008	Walsh, Jerri	1966-09	Crowded beach overlooking Lake Michigan	Photograph of a busy beach with many people sunbathing, sta		Michigan;Saugatuck (Mich
8	DC-07_SD-Walsh-J_0009	Walsh, Jerri	1966	Crowded beach with boats in the distance	Photograph of a crowded Lake Michigan beach with boats in th		Michigan;Saugatuck (Mich
9	DC-07_SD-Walsh-J_0010	Walsh, Jerri	1966	View of a crowded beach and Lake Michigan	Photograph of a crowded Lake Michigan beach as seen from a		Michigan;Saugatuck (Mich
10	DC-07_SD-Walsh-J_0011	Walsh, Jerri	1966	Paddleboards and people enjoying the beach	Photograph of an active beach featuring people sunbathing, sw		Michigan;Saugatuck (Mich
11	DC-07_SD-Walsh-J_0012	Walsh, Jerri	1966	People sunbathing on the beach	Photograph of a few groups of people sitting on towels while t		Michigan;Saugatuck (Mich
12	DC-07_SD-Walsh-J_0013	Walsh, Jerri	1966-07-04	Young people sunbathing among the dunes	Photograph featuring groups of young people sunbathing on th		Michigan;Saugatuck (Mich
13	DC-07_SD-Walsh-J_0015	Walsh, Jerri	1966	Young couple smiling on the beach	Photograph of a couple smiling and sitting together on the bea		Michigan;Saugatuck (Mich
14	DC-07_SD-Walsh-J_0016	Walsh, Jerri	1966	Young woman smiling on the beach	Photograph of a young woman seated on the beach and smilin		Michigan;Saugatuck (Mich
15	DC-07_SD-Walsh-J_0017	Simonson, Jean	1977	Round the Corner Ice Cream Shoppe postcard	Postcard of 'Round the Corner Ice	Dexter Press	Michigan;Saugatuck (Mich
16	DC-07_SD-Walsh-J_0019	Simonson, Jean	1977	Round the Corner Ice Cream Shoppe postcard	Postcard of 'Round the Corner Ice	Dexter Press	Michigan;Saugatuck (Mich
17	DC-07_SD-Walsh-J_0021	Jann, Bill and Joyce		Jann's Guesthouse pamphlet and rates of stay	Notecard advertisement for Jann's Guesthouse Bed and Breakf		Michigan;Saugatuck (Mich
18	DC-07_SD-Walsh-J_0023	West Shore Golf Links	1953-07-13	West Shore Golf Links pamphlet and golf recor	Printed pamphlet for West Shore Golf Links located in Douglas		Michigan;Douglas (Mich.);
19	DC-07_SD-Walsh-J_0025		1947	Newnham's Inn, Saugatuck, Mich. postcard	Black and white photo postcard of Newnham's, a bed and brea		Michigan;Saugatuck (Mich
20	DC-07_SD-Walsh-J_0027	Simonson, Jean	1980-10	Round the Corner Ice Cream Shoppe postcard	Postcard of 'Round the Corner Ice	Dexter Press	Michigan;Saugatuck (Mich
21	DC-07_SD-Walsh-J_0029	Penrod Studio		Red Barn Theatre postcard	Postcard of the Red Barn Theatre	Dexter Press	Michigan;Saugatuck (Mich

Putting it Online

YOUNG WOMAN STANDING IN FRONT OF 'ROUND THE CORNER ICE CREAM SHOPPE

Photograph of a young woman, Colleen James, standing in front of the 'Round the Corner Ice Cream Shoppe entrance. She is wearing a brown button down shirt and smiling at the camera.

View More

SIDEWALK VIEW OF 'ROUND THE CORNER ICE CREAM SHOPPE

Photograph of two young people walking toward the 'Round the Corner Ice Cream Shoppe, located in Saugatuck, Michigan. The photo is taken from the sidewalk at a distance with the left side of the building and its hand-painted sign in view.

View More

RESTAURANT OVERLOOKING KALAMAZOO LAKE

Photograph of Coral Gables restaurant overlooking Kalamazoo Lake in downtown Saugatuck, Michigan. The picture is taken from the back rightside of the restauraunt, which appears to be completely filled as there are individuals waiting outside. The...
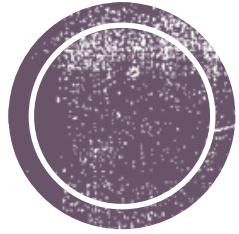
View More

Celebrating the Collection

- When do you share out findings?
- How are findings disseminated?

Thank you!

Questions?

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Kimberly McKee
mckeeki@gvsu.edu