Preserving Your Digital Memories

Presented by
State Library of South Australia
Kate Pulford, Archivist
Saturday May 27th, 2017
History Festival
@historyfestival
South Australia's History Festival 1-31 May 2017
#SAHistoryFest
📍 South Australia
🔗 historyfestival.sa.gov.au

State Library of SA
@SLSA
The largest public reference library in SA with a collection focus on South Australianana and general reference material for information and research purposes.
📍 Adelaide
🔗 slsa.sa.gov.au
Keep your digital photographs and files safe

Monitor and protect your digital memories

Access and enjoy your digital content

Let us help you learn about preserving your digital memories
Kate Pulford
Archivist at SLSA since 2004
Curator
Visual Artist

Archivist = an information professional who;
assesses, collects, organizes, preserves, maintains control over, and
provides access to records and archives determined to have long-term value.
<table>
<thead>
<tr>
<th><strong>Rank:</strong></th>
<th>Private</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Service number:</strong></td>
<td>2152</td>
</tr>
<tr>
<td><strong>Unit:</strong></td>
<td>16th Infantry Battalion</td>
</tr>
<tr>
<td><strong>Location:</strong></td>
<td>Anzac Cove, Gallipoli, Turkey</td>
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<tr>
<td><strong>Date of Death:</strong></td>
<td>1 August 1915</td>
</tr>
<tr>
<td><strong>Enquirer:</strong></td>
<td>F. A. Beinke</td>
</tr>
<tr>
<td></td>
<td>Ruby Emilie Pengelley</td>
</tr>
<tr>
<td></td>
<td>Emilie Mary Pengelley</td>
</tr>
<tr>
<td><strong>Packet number:</strong></td>
<td>138</td>
</tr>
<tr>
<td><strong>Date range:</strong></td>
<td>1916</td>
</tr>
<tr>
<td><strong>SLSA record number:</strong></td>
<td>SRG 76/1/138</td>
</tr>
</tbody>
</table>
Image 1 Kate Pulford
Image 2 Keeping Archives third edition 2008
Image 1-2 Kate Pulford/Filsell family album
BRG 347/3210

Arthur’s Cherry Gardens, Glenburnie (ca. 1900) Arthur Family Photographic Collection SLSA
Voyage to port Adelaide 1845
Dec 23rd started from Deptford
D 23 from Gravesend to Plymouth
very foul wind and calm at Plymouth
Dec 24th started from Plymouth, there
were some sawsows did not
go far on the 25th we went on
we saw many Easts and on
the 26th we passed the Master
Isles that is were the English
sails come from it was on deck
about 4 past nine on the evening
of the 22nd day I looked over the
side into the water and it
was as if we were ploughing an
ocean of fire by the side of the
vessel and at the same time it was
like the stormy heaves I could
say it for miles fair wind 26 27 and 28
on the 27th night we passed the
canary mountains the are very
Super Computer
https://upload.wikimedia.org/wikipedia/commons/5/50/Wide-angle_view_of_the_ALMA_correlator.jpg
Preserving Your Digital Memories
“A downside to digital innovation: as formats die, we lose our past.”

B 61305 Customers using the Computer Resource Centre
Circulating Library, State Library of South Australia
“Archives are the paydirt of history, everything else is opinion. At a certain point you actually need documents.”
Pulford, Thomas ‘Tea Tent at Ten’ Sibelius notation screenshot, 11.5.2016
What is Digital Preservation?

**Digital preservation** is actively managing digital information over time to ensure its long term accessibility.
Metadata + Files = a Digital Object
Metadata? What is that?

- Label your files
- Descriptive file names are best
- Tag photos with names, places, or other meaningful information

Image source
https://commons.wikimedia.org/wiki/Category:Metadata
Image 1-2 Kate Pulford/Filsell family album

B 8549 Savings Bank, Clare
Lifecycle model

1. **Identify**
2. **Decide**
3. **Organise**
4. **Make Copies**
5. **Store**
Image 1 Kate Pulford/Filsell family album
Identify

• Create a ‘shopping list’ of the things you have
• Gain a deeper understanding of what you have
• Understand where your collections are now and how best to store them

492.19| 221

Clay tablet with cuneiform inscription
Image 1 Kate Pulford/Filsell family album
Moving to Digital
Digital

- Photographs
- Artworks
- Manuscripts
- Movies
- Music
- Recordings
Story Wall, State Library of South Australia
Weighing it up

Image 1-2 Kate Pulford/Filsell family album
How will an inventory help?

A content inventory must be functional but it doesn’t need to be too pretty.

Image Monkey Selfie (Wikimedia Commons)  
https://en.wikipedia.org/wiki/Monkey_selfie
What kind of info should your inventory contain?

<table>
<thead>
<tr>
<th>Folder name on desktop</th>
<th>Item Number/Note</th>
<th>Item Description</th>
<th>Format Type</th>
<th>File Type</th>
<th>Media Type</th>
<th>Original Creation Date</th>
<th>Date Stored</th>
<th>Storage Location 1</th>
<th>Storage Location 2</th>
</tr>
</thead>
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<tr>
<td>Royal Adelaide Show</td>
<td>RAS19901.tif</td>
<td>Family photos</td>
<td>digital photo</td>
<td>.tif</td>
<td>image</td>
<td>10.09.1990</td>
<td>29.07.2015</td>
<td>terabyte drive</td>
<td>terabyte drive</td>
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<td>Christmas Pageant</td>
<td>CP20151.mov</td>
<td>Pageant video</td>
<td>digital video</td>
<td>.mov</td>
<td>video</td>
<td>14.11.2015</td>
<td>29.07.2015</td>
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<td>Ten at Ten</td>
<td>sibelius notation</td>
<td>.sib</td>
<td>score</td>
<td>11.5.2016</td>
<td>8.8.2015</td>
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<td>terabyte drive</td>
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<td>50PartyInviteUt st2.xlsx</td>
<td>50th birthday Excel</td>
<td>.xlsx</td>
<td>spreadsheet</td>
<td>20.06.2015</td>
<td>29.07.2015</td>
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<td>terabyte drive</td>
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<td>PlaygroundManua l1.pdf</td>
<td>Instruction manua l Portable Document Format</td>
<td>.pdf</td>
<td>application/doc</td>
<td>03.05.2012</td>
<td>29.07.2015</td>
<td>terabyte drive</td>
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<tr>
<td>Social Media</td>
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<td>Facebook presence web archive</td>
<td>.warc</td>
<td>website</td>
<td>28.07.2016</td>
<td>29.07.2015</td>
<td>terabyte drive</td>
<td>terabyte drive</td>
<td></td>
</tr>
</tbody>
</table>
Play: Objects of play from the State Library of South Australia’s collections

Date: 10 February 2017 to 28 May 2017

Location: Treasures Wall, first floor Spence Wing

Note: Free entry, open during library hours

Items from the State Library of South Australia’s Children’s Literature Research Collection
Identify

Decide

Organise

Make Copies

Store
Make copies

At least two identical digital objects stored in two separate locations

Image https://en.wikipedia.org/wiki/Wikimedia_Commons
We cannot prevent it all, but we can lessen the negative impact
B 71792 Band of the South Australia Police, Police Barracks (now SA Museum), 1910
Obsolescence
Change

Change is constant and iterative

Image 1-2 Kate Pulford/Filsell family album
Fixity and Checksum
Lifespan of carriers

<table>
<thead>
<tr>
<th>Media</th>
<th>Estimated Lifespan</th>
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</thead>
<tbody>
<tr>
<td>Magnetic data (tapes)</td>
<td>10-20 years</td>
</tr>
<tr>
<td>Nintendo cartridge</td>
<td>Up to 10 years</td>
</tr>
<tr>
<td>Floppy disk</td>
<td>10-20 years</td>
</tr>
<tr>
<td>CDs and DVDs</td>
<td>5-10 unrecorded, 2-5 recorded</td>
</tr>
<tr>
<td>Blu-Ray</td>
<td>Not certain, probably over 2-5 recorded</td>
</tr>
<tr>
<td>M-Disc</td>
<td>1,000 years (theoretically)</td>
</tr>
<tr>
<td>Hard disk</td>
<td>3-5 years</td>
</tr>
<tr>
<td>Flash storage</td>
<td>5-10 years or more (depends on write cycles)</td>
</tr>
</tbody>
</table>
Our “How-To” Tips:

• Digital Photographs
• Digital Audio
• Digital Video
• Electronic Mail
• Digital Records
• Websites, Blogs and Social Media
Digital Lifecycle Model

Since the first public website was published 25 years ago, there has been an explosion of digital content—from supercomputers exploring the universe to Facebook posts with friends. In a world where so much of our lives is captured online, how do we make sense of all that information and make sure it isn’t lost to future generations?
Keeping Personal Digital Photographs

Photos have rich personal meaning. And photos are unique. If they are lost, the information they provide can never be replaced.

- How to Transfer Photos from Your Camera to Your Computer (PDF, 213 Kb)
- VIDEO: Phil Michel, Digital Conversion Coordinator from the Library of Congress's Prints & Photographs division, offers advice on archiving digital photos.

Archiving Tips

**Identify where you have digital photos**
- Identify all your digital photos on cameras, computers and removable media such as memory cards.
- Include your photos on the Web.

**Decide which photos are most important**
- Pick the images you feel are especially important.
- You can pick a few photos only.
- If there are multiple versions of an important photo, save the one with highest quality.

**Organize the selected photos**
- Give individual photos descriptive file names.
- Tag photos with names of people and descriptive subjects.
- Create a directory/folder structure on your computer to put the images you picked.
- Write a brief description of the directory structure and the photos.

**Make copies and store them in different places**
Keeping Personal Digital Video

Technical file quality is an important consideration for digital video. Videos that are posted on the Web, for example, are often grainy and have less information than the original version.

Save the highest quality versions of your videos along with good descriptive information about them.

- How to Transfer Video from Tape, DVD or Camera to Your Computer (PDF, 242 KB)
- PODCAST: Audiovisual archivist Linda Tadic offers practical solutions for preserving digital video.

Archiving Tips

Identify where you have digital videos

- Identify all your digital videos on cameras, computers, phones and removable media such as memory cards.
- Include your videos on the Web.

Decide which videos are most important

- Pick the videos you feel are most important.
- You can pick a few videos or many.
- You can save just final edited versions or you can also save unedited footage.
- If there are multiple versions of an important video, save the one with highest quality.

Organize the selected videos

- Give individual videos descriptive file names.
- Tag videos with names of people and descriptive subjects.
- Create a directory/folder structure on your computer to put the videos you picked.
- Write a brief description of the directory structure and the videos.
Caring for your digital collections: Audio

Tips and ideas from the Library of Congress to help you organise your digital material

Keeping Personal Digital Audio

You may have many digital audio files with music, lectures and other sound recordings. Some of these have personal, financial or other value that leads you to keep them for a long time.

You should make sure that the audio files you select for saving are in an open file format. This will ensure the greatest flexibility for future use.

Archiving Tips

*Identify your digital audio files*

- Identify your audio files on computers, audio players, phones and removable media such as memory cards and DVDs.
- Include audio files that you manage through audio software.

*Decide which audio recordings have long-term value*

- Pick the recordings that you feel are important.
- If there are multiple versions of an important recordings, save the one with highest quality.

*Export the selected audio recordings*

- If saving a few recordings, you can use the "save as" command in your web browser or software program to export them as individual files.
- If saving many recordings, check into automatically exporting them.
- If possible, save recordings in an open format.
- Save metadata for the audio files, including the date it was exported.

*Organize the selected audio recordings*

- Give individual audio files descriptive file names.
- Tag the files with information about the recording.
Keeping Personal Electronic Mail

Like paper letters, your e-mail messages document important events, transactions and relationships.

Saving an e-mail involves keeping it separate from your e-mail program. This is because e-mail programs are not meant to keep information for a long time; they can change or stop providing support at any time.

- [How to Archive Email](#) (PDF, 84 KB)

Archiving Tips

- **Identify all your e-mail accounts.**
- **Within each account, find all folders or other separate groupings of messages; include any "archived" messages.**

**Decide which messages have long-term value**

- **Pick the messages you feel are especially important.**
- **You can pick a few messages or many.**
- **Save attachments that are part of the selected messages.**

**Export the selected messages**

- **If saving a few messages, you can use the "save as" command in your e-mail browser or software program to export them as individual files.**
- **If saving many e-mails, investigate automatically exporting them using the email program.**
- **If possible, save messages in an open format.**
- **Save metadata for the messages, including the message "header" (the subject, from, to and time and date).**

**Organize the saved messages**
Caring for your digital collections: Documents

Tips and ideas from the Library of Congress to help you organise your digital material

Keeping Personal Digital Records

You probably have resumes, school papers, financial spreadsheets, presentation slides or other digital documents. You might also have digital copies of original hard copy documents such as letters, maps or family histories.

Some of this information may have enduring value.

For this type of information it is important to decide which documents to save. Think about different versions, such as drafts and earlier copies. Drafts, for example, can provide important details that do not appear in final versions.

Archiving Tips

Identify where you have your digital document files

- Locate all digital document files on computers and removable media such as CD-ROMs and floppy disks.
- Include any of your individual documents on websites.

Decide which documents have long-term value

- Pick the documents you feel are especially important.
- You can pick a few documents or many.
- You can pick just final versions of documents or you can also include drafts and revisions.

Organize the selected documents

- Give individual documents descriptive file names.
- Create a directory/folder structure on your computer to put the documents you picked.
- Write a brief description of the directory structure and the documents.
Keeping Personal Websites, Blogs and Social Media

If you have a blog, website, Facebook page or other way to share information on the Internet, you also have a rich source of information that you should think about saving for the future.

For this category you need to start any archiving process by first identifying what you have. You might have multiple places where you share information, and you should give consideration to them all.

Archiving Tips

Identify where you have Websites

- Locate all your content on the Web, including personal websites and social media sites and services.
- Be sure to include current information as well as any older (archived) content.

Decide which information has long-term value

- Pick the information that you feel is especially important.
- You can pick individual pieces of information or you can select whole pages or websites.

Export the selected information

- If saving a limited amount of information, you can use the “save as” command in your web browser to export the website as individual files.
- Creating archive copies of your website is a relatively easy task these days and there are a number of open source programs available in the marketplace to facilitate this. The State Library of South Australia uses HTTrack/website copier.
- Save metadata for your Web content information, such as site name or date created.

Organize the information

- Give individual files descriptive file names.
- Create a directory/folder structure on your computer to put the saved information.
- Write a brief summary of the directory structure and its files.
Donating material to the library: Home

This LibGuide explains how to prepare your material for donation and what kinds of material the library accepts.

Introduction

The Library encourages members of the community, organisations and businesses to consider donating material for appraisal, especially South Australiana, to increase the depth and range of the library's collections. Most of the library's letters, diaries, photographs, menus, wine labels, toys and games were donated by people who wish to see their items preserved for future generations to use.

Ephemera

Ephemera can include calendars, election handouts, menus, postcards, posters, event programs and wine labels. The State Library has a large ephemera collection, which provides a visual and written record of South Australian society.

Books and other published material

Experience suggests that many books offered to the Library as donations are already held or are somewhat outside the scope of its collections. People who wish to donate published items are encouraged to check the Library catalogue first, and if the items are already held, then the Library will suggest other organisations which may be interested in them, or the Library will gratefully accept them to offer for sale. Where people are not in a position to check the catalogue themselves, the Library would prefer that a list of the books be supplied for checking rather than accept box loads of books which may need to be returned. The list should include author, title, place of publication, publisher, date of publication and edition statement. Please contact Collection Development on (08) 8207 7281 or Email.

Archival or unpublished material

Archival items are documents that have been made or received or accumulated in the course of everyday living by individuals, families, societies, or businesses, and are considered worthy of preservation for the future because of their continuing value. These are listed in the Library catalogue which also includes over 75,000 digitised pictorial images. Archival material is predominantly paper-based but can include any formats of record keeping such as photographs, films, video recordings, sound recordings, oral histories, maps, architectural plans, posters, parchment, artwork, and computer disks. Artefact items, also known as ‘relics’ such as trophies or...
If all else fails?

When in doubt?

Print it out
Summary

- Identify and choose
- Don’t keep everything
- A little organisation goes a long way
- Make copies from your master files
- Store in separate locations
- Start now!
Thank You

Kate Pulford  Kate.Pulford@sa.gov.au

Quick question? Call us

Call us between 10am (ACST) to: 8pm Monday to Wednesday; 6pm Thursday & Friday; 5pm Saturday & Sunday.

Phone: (08) 8207 7250
Regional SA toll free: 1800 182 013
Teletype: (08) 8207 7251
Overseas callers: +61 8 8207 7251

We can immediately respond to your quick questions and generally spend up to 10 minutes on your query. There may be reduced services evenings and weekends.

Mail your question

State Library of SA
Ask Us
GPO Box 419
Adelaide SA 5001
Fax: (08) 8207 7307

Queries can be lodged 24/7 and you will receive a response within 10 working days.

Image 1 Kate Pulford/Filsell family album
Resources


NLA Managing your Digital Records

Library of Congress, Digital Preservation Personal Digital Archiving

Library of Congress, Digital Preservation Outreach and Education

SFU Archives and Records Management Department

State Library of South Australia  Digital Preservation Policy  2016

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