SPEAKERS AND INSTITUTIONS

- Mike Satalof, Bard Graduate Center
- Stephen Logsdon, Bernard Becker Medical Library
- Elizabeth Charlton, Society of Mary (NZ)
- Blake Graham, Douglas County History Research Center
- Amanda Fulcher Vasquez, Daughters of the American Revolution
- Ashley Levine, Artifex Press
A year of digital preservation outreach, data-gathering, and PR in a small institution

Mike Satalof  /  mike.satalof@bgc.bard.edu
Archivist and Digital Collections Librarian

Get face-to-face

Held 21 inventory and follow-up meetings with 13 departments

Inventory assets

Surveyed 1,064,700 files;
BGC website and 25+ microsites;
various digital publications (monographs, journals, and catalogues)

Report findings

Prioritized materials for value and preservation needs, proposed preservation strategies

Help them (help you)

Identified common goals and anxieties re: recordkeeping and archives
Workflows of archiving the digital records of the Society of Mary (Marist Fathers and Brothers) in New Zealand

Elizabeth Charlton, Province Archivist
elizabeth@maristarchives.org.nz
Blake Graham, Archivist
Douglas County History Research Center
pgraham@dclibraries.org

Creating “New” Collections

Project:
- Begin collecting oral histories from ESL (English as a second language) communities.

Plan:
- Partner with Adult Literacy Department and volunteers to coordinate and create interviews.

Expectation:
- Process and provide access to collections in a timely manner.

Challenge:
- The supporting material (e.g., images from cell phones and resumes on floppy disks) in these collections required new knowledge and skills to process.

Results
- Timely adoption of BitCurator, and meeting expectations of new donors.
### Challenge

- Intense need for digitized images by our Public Relations Department
- Specifically, digitized images from our photograph collection

### Process

- Used PR to identify priority photographs for digitization
- DAS education lead to **good policies and procedures**

### Results

- Shared resources, shared results
- The Public Relations Department’s needs were met
- Archives increased access and outreach
- Good exposure for the archives
The Collection
- 150,000 + digital and analogue photos, videos, and audio recordings
- Sol LeWitt Studio Archive

Digitization
- Prioritization determined by staff researchers
- Microtek flatbed film scanner
- 2 Master TIFF files preserved (Unprocessed and Processed)
- Photo editing and color correction in Adobe Photoshop

Metadata and Description
- IPTC Core
- Adobe Bridge to embed metadata
- Copyright tracking
- Extensis Portfolio (DAMS) and asset searchability and retrieval

Born Digital Accessions
- Receive born digital images from various institutions
- Embed metadata upon accession

IT
- De facto IT person
- Manage the Artifex file server
- Differential and Full backups onto FUJI LTO-5 tapes