

Community-Driven Archives (CDA) Initiative

Scanning 101: Scanning and Preserving Archives Presentation Notes

Slides 1-2 Introduction (5 Minutes)

Welcome everyone and introduce yourself!

Start workshop by reading Arizona State University (ASU) Library's **Indigenous Land Acknowledgement** and recognize the communities who have inhabited this land for centuries.

The **Labriola National American Indian Data Center** is actively working with communities in Arizona to decolonize and indigenize archives by centering Indigenous knowledge and sovereignty.

Slide 3 Who We Are (3 - 5 Minutes)

Established in 2017 with the support of Andrew W. Mellon Foundation, the **Community-Driven Archives (CDA) Initiative** seeks to:

- Work with Arizona's Latino, Black, Asian & Pacific Islander, Indigenous, and LGBTQ communities to preserve history.
- Create intergenerational and intersectional safe spaces that reimagine archives and support lifelong learning.
- Acknowledge historical trauma by supporting community led healing projects that break cycles of erasure.
- Provide access to archival collections and free library resources.

Slide 4 What's an Archive and Archivist? (3 - 5 Minutes)

Explain what an archive and archivist is. Share the following definitions:

An **archive** is a time capsule and active space where past and present merge. It contains primary resources that preserve the history of several generations.

An **archivist** appraises, arranges, describes, and preserves archives.

Encourage workshop attendees to share what an archives means to them. Who's the memory keeper in their community?

If you're a **professional archivist**, edit slides 1-6 with your information. What do you preserve? Why? If you don't have collections that represent these communities, explain why and be very honest.

Building relationships with historically marginalized communities will take time, trust, and a real commitment from your institution to empower Community Archivists who are ready to share and preserve their stories.

If you're a **community archivist**, please edit slides as needed. Why are you leading this workshop? How has your community been documented in local history? Why should people preserve? What legacy do you want to leave to future generations?

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Slides 5-6 Community-Driven Collections (3 - 5 Minutes)

ASU Library is home to several community-driven archival collections that are accessible to the public in person at Hayden Library or online.

The **Chicano/a Research Collection** was established in 1970 by Dr. Christine Marin when she was a student during the Chicano – Civil Rights Movement. It's the largest archive in the state that focuses on Latino history. We have collections on mining history, farm workers, activism, politics, culture, and family history.

The **Bj Bud Memorial Archives** documents LGBTQ history from the late 1970's to early 2000's. The collection was named after a local lesbian activist named Harlene "Bj" Bud.

Slides 7-9 Ready to be a Community Archivist! (5 Minutes)

Arizona's **Latino, Black, Asian & Pacific Islander, Indigenous, and LGBTQ communities** have been excluded from local archives and memory. In 2012, the Arizona Archives Matrix Project showed these communities currently make up over 42% of the population but are only represented in 0 to 2% of known archival collections. Are you ready to become a Community Archivist!

Here are some helpful things to remember. Before you scan archival material, you need to do some pre-scanning preparation work. This workshop will provide the best practices for scanning and preserving digital files.

Explain what scanning or digitization means. Scanning photographs or documents is an example of digitization.

Analogue: Non-digital material, like a physical photograph, documents, or VHS, can be very delicate and get damaged over time. When you scan material, you create digital copies that can be stored in multiple locations.

Digitization: The process of converting analogue materials into digital files that can be saved and viewed from a computer.

The small discussions and activities throughout this workshop will help **create a safe space for everyone**. As professional archivists, we need to center the lived experiences and knowledge of communities. We need to advocate for equal ownership of archives and shared stewardship responsibilities.

Community archivists are experts who need to be engaged at all levels of the preservation process. This is a good opportunity to uplift personal stories and collective memory as well as promote self-reflection and solidarity. The average length of this workshop is 1 hour 30 minutes. If the activities take up more time, the workshop can be extended to 2 hours.

Slide 10 Show and Share Activity (10 - 15 Minutes)

Archiving is storytelling! Ask community members to share what's in their archive.

Example: If this is an in-person or virtual workshop, people can share a physical photo or an image on their phone.

Ask attendees to also share their experience with scanning. **What do they want to scan?**

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Slides 11-13 Pre-Scanning Preparation (5 Minutes)

The first thing you need to do is find a clean dry place to organize your material and decide what is worth long-term preservation. *Example: weed out blurry photographs or duplicates.* If you are working with photographs, wear archival gloves (cotton or nitrile) to protect materials.

In order to make digital files searchable and accessible, create **unique titles for each file and folder** before you scan. *Example: the photo on the screen should be labeled Parade_Phoenix_September 1942.* Create a folder on your computer or external hard drive where you will store the files.

It's important to select a scanner based on what type of material you have and your needs. Flatbed scanners are the best way to scan photographs and documents without causing damage. Please avoid using a document feeder or handheld scanner because it can tear or scratch items.

Slide 14 Best Scanning Practices (3 - 5 Minutes)

When you purchase a scanner, instructions on how to use the equipment will be included. Use these directions and set up scanner for special projects. As you begin to scan material and create digital files, enter metadata for each item in a spreadsheet. *Example: When scanning photographs, include dates, people, location, and occasion.*

Slides 15-16 Metadata Activity (20 - 30 Minutes)

Explain what metadata means. It's information that helps you describe, manage, and locate digital files. If this is an in-person event, the CDA team will provide access to scanners and laptops. Show community members how to use equipment and scan a few images.

Break attendees into groups and ask them to scan their own archives and fill out the metadata excel worksheet. This is a good opportunity for community members to ask questions and learn how to use equipment.

Explain the different file formats they can create and encourage them to use the following scanning guidelines for preservation.

Master Copy: Digital file that is uncompressed, higher resolution, and unedited. Save it as TIFF in order to keep the highest resolution and do not modify this copy. If you are scanning documents, save as PDF.

Access Copy: Digital file that is compressed and lower resolution. If you want to edit master copies, use programs like Photoshop and create an access copy that can be modified. This means saving a photo as JPEG instead of TIFF.

Slide 17 Preserving Digital Files (3 - 5 Minutes)

Digital Preservation is the process of appraising, arranging and describing your digital files similar to your physical archives. These files can take up a lot of space on your computer. After scanning is complete, preserve files by establishing a backup system. *Example: Use external hard drive, Dropbox, or Google Photos.*

Technology has a short life expectancy and becomes obsolete. Monitor digital files and reformat them. *Example: Move photographs on CD to thumb drive.*

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Slides 18 - 19

Contact us and Thank you! (3 - 5 Minutes)

Our goal for this workshop was to make sure you feel confident in your new role as a Community Archivist and prepared to start this important preservation journey. If you have any questions or would like to collaborate on future projects or workshops, please contact us! Visit our website and follow us!

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