# Culture in Transit: Digitizing and Democratizing NYC's Cultural Heritage

Caroline Catchpole, Metropolitan New York Library Council Sarah Quick, Brooklyn Public Library Maggie Schreiner, Queens Library

> @DigitizeNYC http://www.mnylc.org/cit/

"How might we leverage libraries as a platform to build more knowledgeable communities?"

- Funded by the Knight Foundation News Challenge on Libraries
- Partnership with Metropolitan New York Library Council, Queens Library and Brooklyn Public Library
- Collected material will also be shared with the Digital Public Library of America









# Community Scanning Queens Library, Brooklyn Public Library

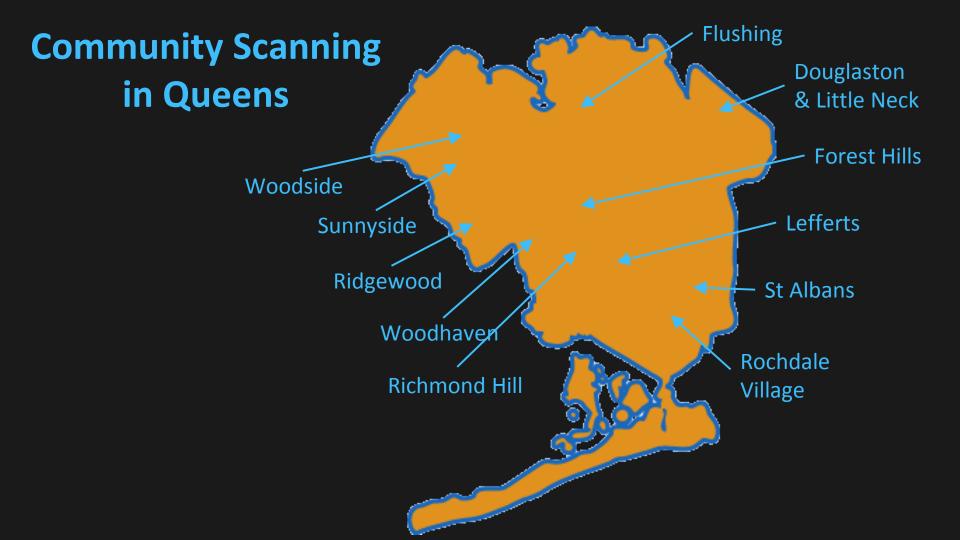
**Brooklyn Public Library** 

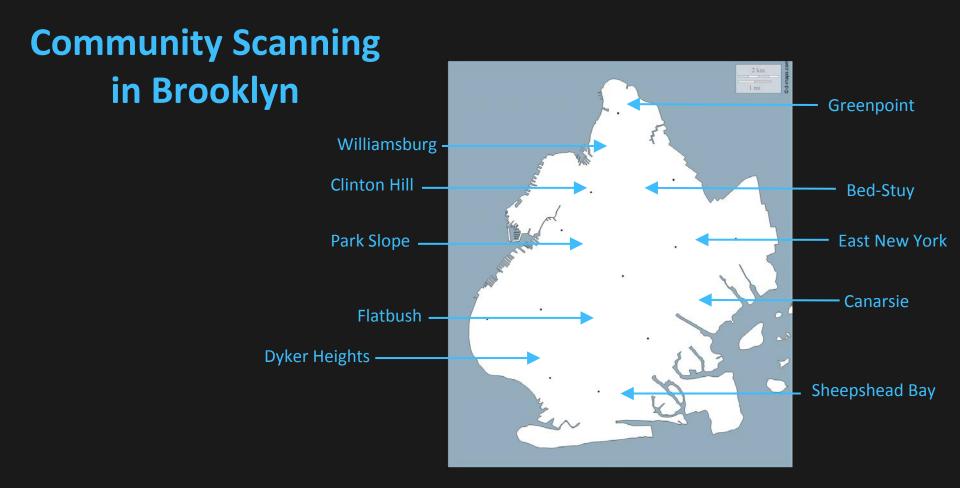


**Queens Library** 









# B.G. H.S.

Boys and Girls High School Bedford Stuyvesant, Brooklyn



Neir's Tavern Woodhaven, Queens

# **Not Just Libraries!**



Green-Wood Cemetery Brooklyn



Emanuel United Church of Christ Woodhaven, Queens

# QUEENS MEMORY

BROWSE

GALLERY

**ABOUT** 

SEARCH

Jump to page: GO Your search found 457 results. Previous page 1/26 Next OPTIONS ► FILTER SEARCH ► Bob Monahan at the Park Maureen Powell as a Ilijah Chacon 18th Birthday Party 1920s Hair Salon Price List Newborn and Family 5th Grade Graduation 8th Grade Graduation 90th Street on Woodhaven A Brown House A Cemetery in Miniature A Filin Portrait A Wa A Newborn Felice with A Red House in A Ridgewood Costume A Tabaco Christmas A Tabaco Halloween Nurse Woodhaven Queens Library



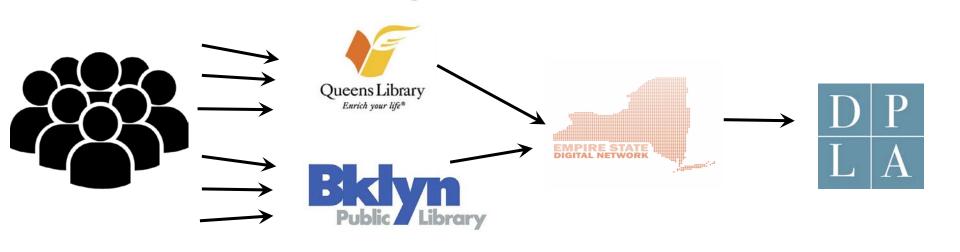
Halloween at Corpus Christi School Iris Zalun Iris Zalun (dressed as a bride) and her bother Marc (dressed as Barney) at a Halloween celebration at Corpus Christi School in Woodside. View Object Portrait of Felice at Age 17 Felice Charasz Felice Charasz (nee Grossman) at age 17, shortly after immigrating to the United States. The Grossman family originally moved in with extended family in Manhattan, and later the family moved to Forest Hills, Queens, View Object By Date **IMAGE** Siblings in Jamaica From Jamie McGhaney Month \* Day Jamie McGhaney and Tyrone Gaylord (sister and brother) at the intersection of Lincoln St and Rockaway Blyd in Jamaica. Month Year Day View Object MAGE Setting Up the Christmas Tree **By Location** tris Zalun

Iris Zalun poses with her brother Marc and grandmother Primativa Zalun in front of the

Christmas tree.



# **Pond to Lake to Ocean**







# **Consent & Metadata**

# Brooklyn Public Library Informed Consent and Copyright Permission For Images and Personal Documents

Participant's Name:		
Mailing Address: Phone:	Email:	
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Any exceptions to this agreement [such as a re	equest for anonymity] must be listed below:	
Permission granted:		
Participant's Signature	Date	
Parent's Signature	Date	
Questions?		
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Contact Manager of Special Collections, Ivy Mar	vel, 718-230-2707; imarvel@bklynlibrary.org	
Reminder Sign TWO conies: one stays with the nor	rticipant, and the other returns to Brooklyn Public Librar	v

Complete this Submission Information Form for EACH file you submit to Queens Memory. Files without complete information will NOT be eligible for preservation.

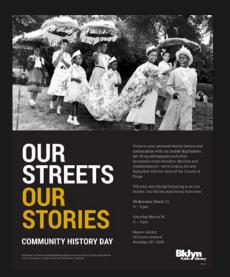
## Queens Memory

Queens Memory	
Submission Information Form	
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Date photograph was taken:	
ocation of photograph (specific address if possible):	
Name of photographer:	50
Name(s) of person/people in the photo:	
Name of event taking place in photo:	
Organizations represented in photo:	
Make / model of camera and software used:	
Measurements (height x width) ex: 5 % x 8 % inches	
Additional Notes: any or all of the following information:	
Context for this photo	
<ul> <li>Relationship between photographer and the event taking place in</li> <li>Description of events in the photo</li> </ul>	n the photo

Burn your photo and/or audio files to a blank CD along with (1) this completed form, (2) a Contributor Agreement and (3)a Donor Consent form from your interviewee (if applicable) and mail to:

Queens Library, Library Services Dept., Attn: Natalie Milbrodt, 89-11 Metrick Blvd., Jamaica, NY 11432

For More Information, Contact: Director, Natalie Milbrodt (Natalie Milbrodt@queenslibrary.org)



# **Outreach**



DECEMBER 17, 2015 31' KAVITHA SURANA

Share Your Own (or Grandma's) Greenpoint Story with this Brooklyn Archival Project



Our Streets Our Stories Community Scanning (Photo by Kavitha Surana)

Tadusc Chabrowski hands were shaking as he rifled through a pile of photos, looking for his favorite. "Oh here!" he said, pulling out a photo of himself standing in his eyeglasses shop. "When I was young—100 years younger!" he laughed. His shop, Family Optical, once located at 120 Norman Avenue in Greenpoint, has been closed for 16 years, and yet his memories of the place are still as vivid as ever.

### Share Your Story with Queens' Digital Archive And Celebrate Lunar New Year



By Ewa Kern-Jedrychowska | January 31, 2016 5:59pm

QUEENS — Forest Hills residents can now contribute their stories, photographs and memorabilia to a digital archive that wants to record and preserve contemporary history of the borough, all while celebrating the upcoming Lunar New Year.

Next Saturday, on Feb. 6, the Queens Memory Project is coming to the Forest Hills branch of the



FAGE
GREEK YOGURT
SABECT VARIETIES

5 for 5.00
reg 1-09 to \$2.5-02
CLICK FOR SALES

SPORGULAT

# Queens Memory Project Helps Preserve the Borough's History

Tuesday, September 15, 2015 at 09-45 AM EDT

The waters call.

The waters call.

# **Community Partnerships**



Thursday, October 22 12:00 p.m. Woodside

54-22 Skillman Avenue 718-429-4700 Train: 7 to 52nd Street Station Bus: O18, O32, O60 Monday, October 26 @ 5:30 p.m. Saturday, October 31 @ 2:00 p.m. Forest Hills

108-19 71 Avenue 718-268-7934 Train: E, F, M, R to 71/Continental Avenue Bus: O23. O60. O64







Admission is free. www.queenslibrary.org

This project was commissioned by The Laundromat Project's Create Change program. Queens Library is an independent, not-for-profit corporation and is not affiliated with any other library system. Community groups as a liaisons

Targeted outreach

Access to new communities

Language support

Credibility

 Focused documentation of traditionally under-represented communities



# My Baryo, My Borough







# **Greater Ridgewood Youth Council**













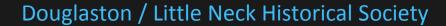




# **Trust & Credibility**

Asian Americans for Equality

**Brooklyn Connections** 



Five Boro Story Project

Forest Hills Asian Association

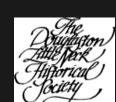
Good Neighbors of Park Slope

**Greater Ridgewood Youth Council** 

Woodhaven Cultural and Historical Society





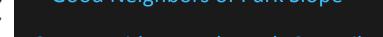












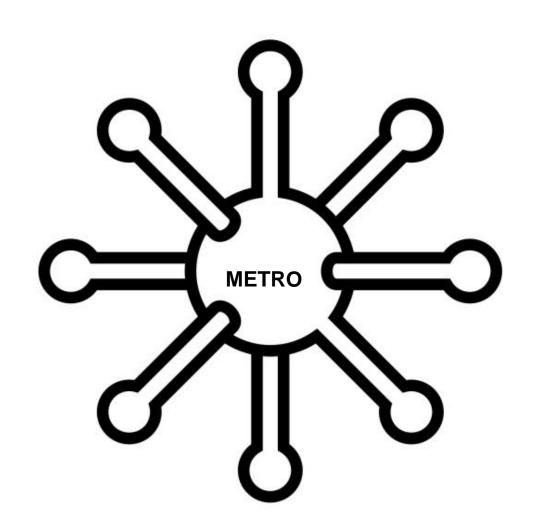
My Baryo, My Borough

# Cultural Heritage Institution Partnerships



"How might we leverage libraries as a platform to build more knowledgeable

communities?"

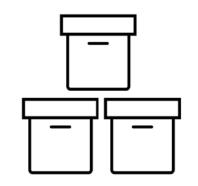


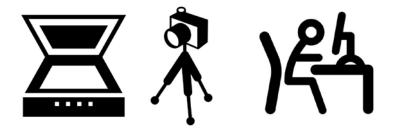
# **Goals: METRO**

- DPLA and ESDN
- Support needs of our smaller/underfunded members
- Pilot small-scale digitization service for members
- Collections to seed DCMNY
- Learn about our member needs digitization and related

# **Onsite work**





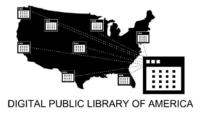


# **Offsite work**













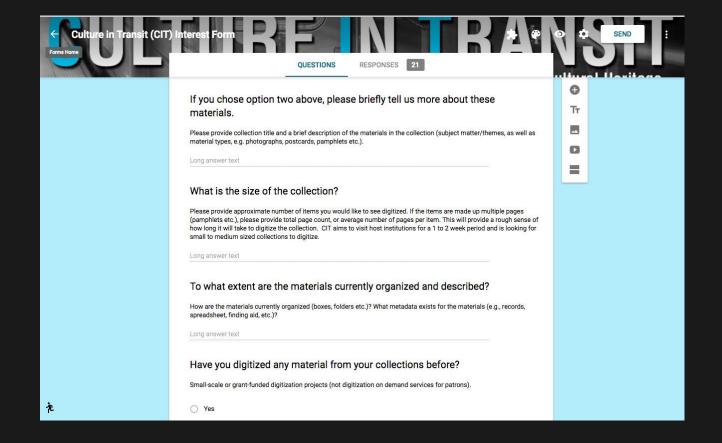








# **Choosing Partners**



# **Choosing Partners**

- Quality (cohesive, significant)
- Feasibility (material type, #s, condition)
- Collection status (processed, cataloged, rights?)
- Practicalities (location, physical space, security, contact person, timeline)

# **Choosing Partners**

# Site Visits:

- View / Assess Materials
- Go to Location / View Space
- Meet with staff

# **Wildlife Conservation Society**

# **LGBT Community Center**

**New York Academy of Medicine** 

**Fordham University** 

**The Grolier Club** 

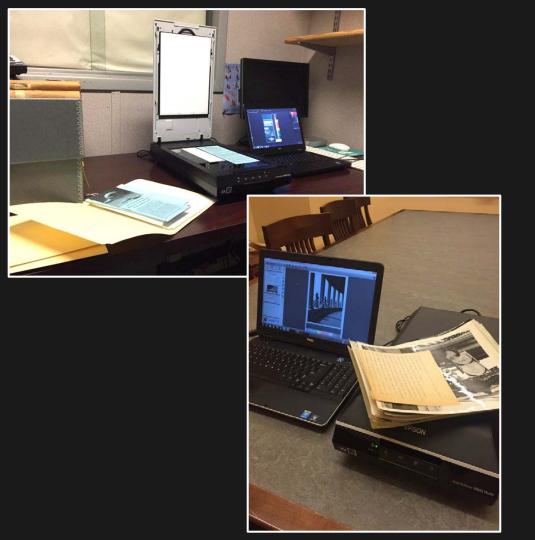
**General Society for Mechanics & Tradesmen** 

**Hostos Community College** 

**White Plains Public Library** 

**Yeshiva University** 

**Bronx Community College** 



- 8 METRO member institutions visited
- Over 1,150 unique items digitized
- 6 collections in METRO's
   Digital Culture so far
- 3 collections in DPLA so far





DIGITAL CULTURE

of Metropolitan New York

SEARCH IN Hostos Community College, Hostos Arts and Culture for

Go

Home Advanced search Browse Collections About

Home - All Colle

### Hostos Community College, Hostos Arts and Culture Collection

The Hostos Center for the Arts & Culture Collection includes 101 promotional cards featuring original artwork that documents musical performances, gallery exhibitions and art installations that have taken place at Hostos Community College. The cards illustrate the incredible variety of artists and performers who have come together at this dynamic South Bronx venue.

Learn More About the Collection

Grid view List view

1 2 next» last»



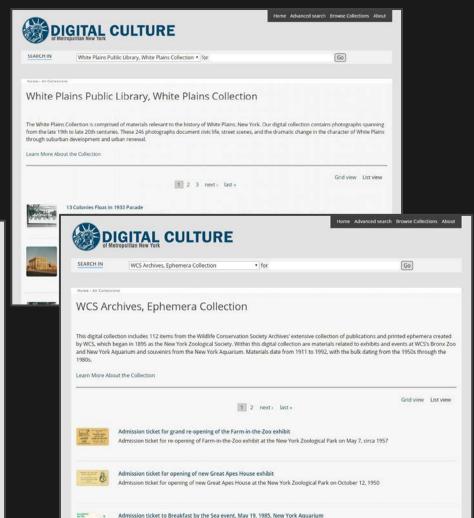
'Sophy' Concert Postcar

Postcard advertising a gala concert by 'Sophy' a Puerto Rican vocalist , held on November 14, 1998.

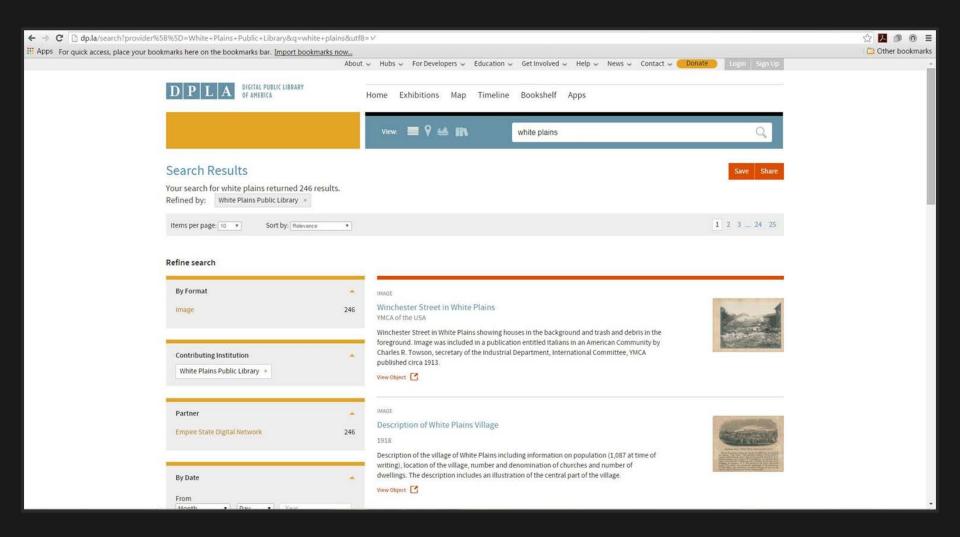


11th Annual Three Kings Celebration & Cultural Exchange Event Postcard

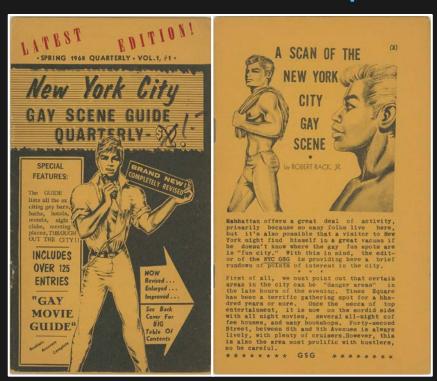
Postcard advertising a performance presenting the 11th Annual Three Kings Celebration & Cultural Exchange featuring Trio New York from Puerto Rico, Wito & La Cura Band from the Dominican Republic, Mariachi Bustamante from Mexico and Agua Clara from Bolivia/Peru.

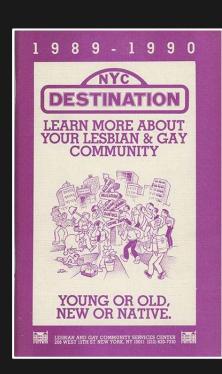


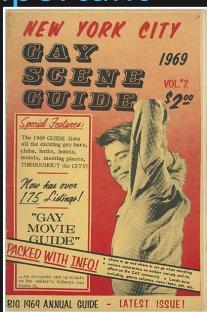
Admission ticket for event 'Breakfast by the Sea' held at the New York Aquarium on May 19, 1985



LGBT Center: Unique & Historically Important

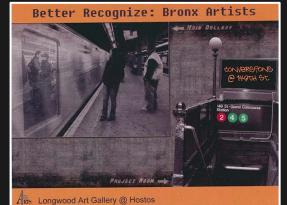


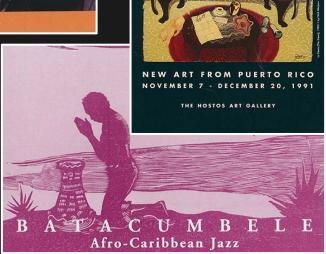


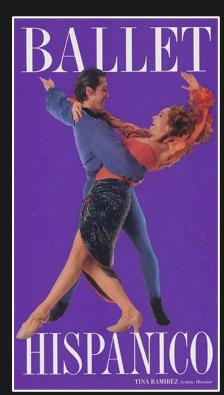


# Hostos Community College: Celebration of Local Culture







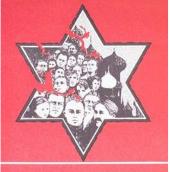


Yeshiva University: Oversize &

Inaccessible







# PROTEST

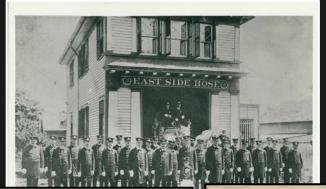
OPPRESSION OF THE JEWISH COMMUNITY IN THE SOVIET UNION

POR MATERIALS AND PROGRAM GUIDANCE, DORVAGTI STODENT STRUGGLE FOR SOVIET SEWET THE NAME STAD STRUGGLE THE YOR NAME STATES



# U.N. AND BUSH: TAKE A MORAL STAND

# Use Cases of Digitized Content





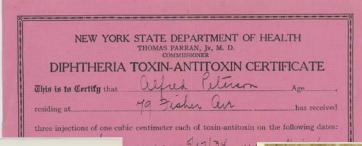








# Use Cases of Digitized Content







# Still making scrapbooks? Bring history into the 21<sup>st</sup> century at the White Plains Public Library!









### Community History Day Saturday, December 12 11:00 AM - 4:00 PM

Bring up to 10 photographs, documents, or maps related to your family or White Plains history (from any era) to be digitized and added to our online collection. Everyone leaves with digital copies to share with family and friends! More info: www.whiteplainslibrary.org/local-history Refreshments will be served.





# Use Cases of Digitized Content



### A Sense of Place: Research Workshop

January's edition of the White Plains History Roundtable will be A Sense of Place: Research Workshop on Wednesday, January 20, from 7:00 PM – 8:30 PM.

Ever wondered what the layers of history and human experience are that combine to create White Plains? Join Librarian Ben Himmelfarb and student of White Plains history Cliff Blau to learn how to research the history of any address, building, business, house, or spot in White Plains. Maps, directories, photographs, and online resources from the White Plains Collection will be available for everyone to use.

Come prepared with a favorite place to research and we will walk you through the process of discovering more! There will be plenty of time for storytelling and sharing the history we are bound to uncover. We hope you'll leave with a stronger sense of place and a new perspective on the places we live, work, and spend time in.

The White Plains History Roundtable is an educational, participatory, and social event where we hear a presentation on an historical topic, examine primary source documents from the White Plains Collection, and engage in discussion with each other.

January's History Roundtable is one of many programs commemorating the 100th Anniversary of the City of White Plains during 2016. Check out the City's Website and the White Plains Historical Society for information on other events!

### January 17, 2016 | by Ben Himmelfarb

Categories: Events and History.

Tags: adults, all ages, families, historical research, local-history, teens, white plains centennial, white plains collection, and white plains history.



### WHITE PLAINS TRIVIA NIGHT

# WEDNESDAY, MARCH 30 6:00 - 8:00 PM WHITE PLAINS PUBLIC LIBRARY 100 MARTINE AVE WHITE PLAINS, NY 10601

JOIN US FOR A NIGHT OF HISTORY, FOOD, PRIZES, & FUN!

COME TOGETHER WITH A TEAM OF 4-6 PEOPLE OR COME SOLO AND YOU'LL BE ADDED TO A TEAM.



WHITE PLAINS TRIVIA NIGHT IS THE MARCH EDITION OF THE WHITE PLAINS HISTORY ROUNDTABLE





FOR MORE INFO: BEN HIMMELFARI AT 914-422-1400

# **Digitization Equipment Sets**



Flatbed Scanner

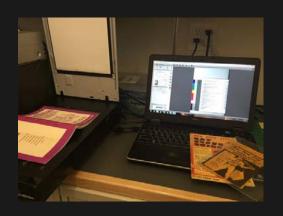


Copy-Stand



Outreach

# Flatbed Scanner: Epson V Series





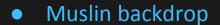


- V600 and V800 models: Excellent quality & capability for negatives
- SilverFast software for color management & pre-scan functionality
- V800: Extended capability vs. additional weight

# **Copy-Stand**

- Canon EOS Rebel T5 DSLR
  - Fluorescent & LED lighting

Inverted tripod





**Original Lights** 

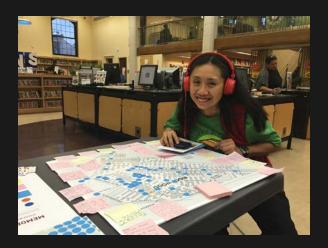


**LED Lights** 



# **Outreach**







## **Interactive Resources:**

Historic photographs slideshow & comparison

Oral history listening station

Community mapping



### Step-by-Step Guide: Digital Archiving

### Step 1: Identify Materials



documents, video and audio are located Check for materials on computers, cameras, phones, flash drives, CDs, DVDs and on the

### Step 2: Import Materials



- Import materials that are not already on your computer
- Choose the highest quality version, and import an exact copy
- Use the Windows file browser (PC) or Image Capture (Mac)

### Step 3: Decide What Is Important



- (this can be a few or many)
- Delete files that aren't meaningful
- Pick the materials that are most important If there are multiple versions of a file, keep
- the one with the highest quality

### Step 4: Organize

- · Give files and folders descriptive names, including keywords and dates (yyyymmdd)
- Choose an organization system that makes sense to you, and be consistent

### Step 5: Storage & Backup



- Make at least two copies of your files. One copy can stay on your computer, the second should be put on a portable hard drive, flash drives, or in Cloud storage
- · If possible, store copies in different
- physical locations
- · Make new copies every five years (due to obsolescence of technology)

### Step 6: Long-term Preservation Share the project with your family



Consider donating your material to your local public library, college or historical society

# **Outreach & Education**

- Provide a point of entry into the project
- Teach about archives, technology historical record
- Demonstrate the value of participating in the project
- **Empower communities to steward** their personal & local history

# **Transporting Digitization Equipment**





- We love our wheeled Pelican cases!
- Don't underestimate overall weight

# **Born Digital Donations**

Images created in the last decade are likely digital.

Great way to attract walk-in donors.

Best practices are still being developed.



# **Documentation**



FEATURED

### Welcome to Culture in Transit

Culture in Transit is a partnership between the Metropolitan New York Library Council (METRO), the Brooklyn Public Library and Queens Library to bring mobile scanning equipment to smaller libraries, archives, museums, and the communities they serve. We are one of 22 projects to win the John S. and James L. Knight Foundation's Knight News Challenge on Libraries. Our work falls into two main areas:

- Community Events (Queens Library and Brooklyn Public Library): We bring our mobile digitization kit to library branches and invite residents to bring in family photos and memorabilia. We scan the materials, which are returned to the donors along with a flash drive of digital copies. The digital copies are also included in own digital catalogs, and shared with the Digital Public Library of America.
- Institutional Scanning (METRO): We bring our mobile digitization kit to METRO
  member institutions across New York City and Westchester. We scan selected
  collections and make them available on METRO's digital platform and the Digital
  Public Library of America.

### So what's in a kit?

Posted on July 22, 2015 by Caroline Catchpole

This post focuses on our mobile digitization kits and v

Below, we have compiled a comprehensive list of all it Transit. Not all equipment features in each kit due to the community events and at institutions.

We see this list almost as a first draft of equipment fo thought important when embarking on a digitization in and we use the kit more, we will talk more about what use at all and additional purchases we've made to eniour digitization needs.

The costs listed for these items represent the cost of have purchased three of most items (one for each, M have fluctuated since the time of our purchases – our to the end of June 2015.

### Scanning Kit

\*\* Please note that we are including pricing informatio scanners, the Epson V600 and the Epson V800. Thes specifications, and are most appropriate for different ins

specifications, and are most appropriate for different institutions or projects. Future documentation will discuss the differences between these scanners in more depth.

# Creative Commons Licenses: How They Work and Why We Use Them

Posted on January 26, 2016 by Sarah

Founded in 2001, Creative Commons is a non-profit organization that provides free legal tools to promote the sharing of knowledge and artwork by allowing creators to manage their work's copyright restrictions and public domain status. It isn't a substitute for copyright, it lets the creator choose from one of six licenses that will allow them to retrain their status as copyright holders while allowing for flexibility in how the work can be used by others. There's no need to register with Creative Commons, creators need only to identify the license in the HTML code or on some part of their image, text, webpage or rights field.

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www.mnylc.org/cit

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**Twitter: @DigitizeNYC** 

Blog: www.mnylc.org/cit

**Email: cultureintransit@metro.org** 







