Here Comes the First Wave!
Crowdsourced and Born Digital

Natalie Milbrodt
Digital Content & Strategy Coordinator
Queens Library

What did we collect?

How: Establishing a New Workflow
- Digital Accession Form
- Queens Memory Consent Forms in lieu of Deed of Gift
- Documented Communications with Donors
- File Migration to Preservation Formats

Thank you!
Natalie.Milbrodt@queenslibrary.org
Visit us online: www.queensmemory.org

Where: A Question of File Management
- External Hard Drives
- Cloud Storage
- Archives Dept. Drive
- Digital Assets Management Drive
- Web Server
Here Comes the First Wave! Crowdsourced and Born Digital

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Why are we thinking about crowdsourced, born digital records right now?
Mondays in December are Queens History Days!

Broad Channel, Hamilton Beach, Howard Beach, and the Rockaways

QUEENS MEMORY

Make YOUR memories part of history! Come share your photos and favorite stories about life in Broad Channel, Hamilton Beach, Howard Beach, and the Rockaways. Help Queens Library document the history of South Queens by participating in this month-long event, organized by the Queens Memory Project (www.queensmemory.org). Queens Memory staff will be on hand at either the Broad Channel or Seaside Community Library from 10am-5pm every Monday in December to scan your photographs, postcards and other memorabilia from your neighborhood, and to record your favorite stories of life in South Queens.

Walk-ins are welcome, but to make an appointment, contact Queens Memory Director, Natalie Milbrodt at Natalie.Milbrodt@queenslibrary.org or 718-990-0837.

Mondays
December 2, 9, 16
10:00AM - 5:00PM
Broad Channel
16-26 Cross Bay Boulevard
718-318-4943
Train: A, S to Broad Channel Bus: Q21, Q53

Mondays
December 23, 30
10:00AM - 5:00PM
Seaside
116-15 Rockaway Beach Boulevard
Rockaway Park
718-634-1876
Train: A, S to Beach 116 Street, Rockaway Park
Bus: Q21, Q22, Q35, Q53

Admission is free. www.queenslibrary.org

Queens Library is an independent, non-profit corporation and is not affiliated with any other library system.
What did we collect?
Digital Photos
Scanned Historic Photos
Oral Histories
Scanned Ephemera
photo: Odelmo Paltooram
Who:
Residents
First Responders
Journalists
Artists
Library Staff
How: Establishing a New Workflow

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## Digital Accession Form

<table>
<thead>
<tr>
<th>Digital Accession Form field name</th>
<th>New Collection Info (follow format of this example)</th>
<th>EAD field name</th>
<th>VRA field name</th>
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</thead>
<tbody>
<tr>
<td>Collection Name</td>
<td>Adam Zborowski Photographs</td>
<td>&lt;unititle label=&quot;Title&quot;&gt;</td>
<td>relationSet</td>
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<td>Accession Number</td>
<td>Z-9</td>
<td>&lt;titleproper&gt; Guide to the...</td>
<td>titleSet</td>
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<td>Dates</td>
<td>October-November, 2012</td>
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<td>Location</td>
<td>Rockaway Beach</td>
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<td>Creator</td>
<td>Adam Zborowski</td>
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<td>dateSet</td>
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<td>Donor Name</td>
<td>Adam Zborowski</td>
<td>&lt;geoname&gt;</td>
<td>locationSet</td>
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<tr>
<td>Donor Mailing Address</td>
<td>xxxx Shore Front Pkwy, Apt. xx, Arverne, NY 11692</td>
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<td>agentSet</td>
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<tr>
<td>Donor Phone Number</td>
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<td>&lt;acqinfo&gt;</td>
<td>sourceSet</td>
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<tr>
<td>Biographical Sketch</td>
<td>from Adam: I come from Poland, from Warsaw, soon after I finished high school I decided to go to U.S. for the first time...</td>
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<td>descriptionSet</td>
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<tr>
<td>Scope and Content Note</td>
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<td>descriptionSet</td>
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<tr>
<td>Types of Material</td>
<td>Digital image</td>
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<td>materialSet</td>
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<tr>
<td>Migration Note</td>
<td>Natalie Milbrook migrated all files from jpg to tif 12-09-2013</td>
<td>&lt;controlaccess&gt;&lt;genreform&gt;&lt;note&gt;&lt;p&gt;</td>
<td>materialSet/ note</td>
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<tr>
<td>Number of images</td>
<td>22</td>
<td>&lt;physdesc&gt;</td>
<td>measurementSet</td>
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<tr>
<td>Arrangement of Records</td>
<td>Inconsistent file naming, some descriptive titles, some numeric</td>
<td>&lt;arrangement&gt;</td>
<td>descriptionSet</td>
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<tr>
<td>Restrictions</td>
<td>See signed QMP consent form</td>
<td>&lt;accessrestrict&gt;</td>
<td>rightsSet</td>
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<tr>
<td>Physical Condition</td>
<td>Intact digital images</td>
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<td>materialSet</td>
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<tr>
<td>Major Subjects</td>
<td>Hurricane Sandy, hurricane damage, dwellings, Rockaway Beach (New York)</td>
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<td>How Acquired</td>
<td>QMP donation via the Peninsula Community Library</td>
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<tr>
<td>Accession Prepared By</td>
<td>Natalie Milbrook</td>
<td>&lt;creation&gt;</td>
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<td>Accession Date</td>
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Photo: Jeffrey Dady