

Dear XXX,

My name is XXX and I'm a representative of the "Culture in Transit" project, a grant recently awarded by the John S. and James L. Knight Foundation. As you may know, the Metropolitan New York Library Council, in partnership with the Brooklyn Public Library and the Queens Library received funding for the project after being selected as a winner of the News Challenge on Libraries, which seeks to support libraries as they evolve to meet the changing needs of the community.

The Culture in Transit Community Scanning Events have a simple objective: to provide community members with the tools and technology to share their New York memorabilia and culture heritage materials with the world. Many items that can help tell New York's story are sitting forgotten in apartments and basements all over the city, being lost due to improper storage conditions and neglect. We want to encourage patrons to dig out these items and bring them to the library. We're looking for materials like photographs, fliers and documents from New York City families, businesses, block parties, community organizations-and anything else that tells the story of our city.

Here's how the project will work: I will bring a mobile digitization lab (scanner, laptop and camera) to library branches and invite neighbors to bring in these items. Patrons don't need any technical background; all scanning will be handled by me and our volunteers. Once digitized, all items will be returned to the patron, including a flash drive with digital copies. Patrons will also be invited to share copies with the Digital Public Library of America and on the library's own digital catalog. We want community members to be active participants in the effort to preserve New York's history. By contributing and sharing materials they are choosing how their neighborhood will be represented and remembered, playing an important role in the democratization of culture heritage. It is our hope that sharing these items with a wider audience will help further the digital preservation process and allow New York enthusiasts all over the world to benefit from these previously inaccessible items.

I was hoping that XXX would be interested in hosting a scanning event in the upcoming months. If so, there are a few things we would need for a successful event:

- A secure location to store the mobile digitization lab overnight.
- A willingness to share existing community relationships and contact information.
- The opportunity to meet with your friends group to introduce the project.

If you're interested, I would be happy to come to XXX to meet with you and answer any questions you may have about the project.

Best,

XXXX