

QUEENS MEMORY

queensmemory.org

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Train: F to 169 Street
Numerous buses go to the
165 Street bus terminal.



Preserving Your Digital Memories

QUEENS MEMORY

A Service of Queens Library

QueensMemory.org

Preserving Your Digital Memories

Everyone has digital materials that hold important personal meaning and tell significant stories about their lives. These materials can include photographs, documents, videos and audio recordings. These materials can be unique, and contain information that may be difficult or impossible to replace.



Teri Graham on her tricycle in August 1962.
Donated by Teri Graham.



Teens on 41st Street in 1952. Donated by Leonore Lanzillotti.

Digital materials are fragile, and require special care to keep them accessible in the future. New technologies, the obsolescence of old formats, and the failure of computers and hard drives can make it difficult to access older content. Follow this step-by-step guide to learn about how to keep your digital materials safe!



Gladys and John Weaver's wedding in 1947. Donated by Gladys Weaver.



The Lee Family in July 1965.
Donated by Norma Lee.

Step-by-Step Guide: Digital Archiving

Step 1: Identify Materials



- Identify all the places where photos, documents, video and audio are located
- Check for materials on computers, cameras, phones, flash drives, CDs, DVDs and on the Internet.

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



- Pick the materials that are most important (this can be a few or many)
- Delete files that aren't meaningful
- 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 and friends.
- Consider donating your material to your local public library, college or historical society

Tip: Digitizing Your Photos & Documents

You may have physical photos and documents that you want to share with your friends and family. With a computer and scanner you can digitize these materials at home! Here are some quick tips for getting a good digital copy of your material:

- 1 Make sure that the scanner is free of any dust or lint
- 2 DPI (Dots Per Inch) affects the image quality. A higher DPI creates a more detailed image. Our recommended settings are:
 - Photos and documents: 300 dpi
 - To enlarge photos and documents: 600 dpi
 - Photographic slides and negatives: 1,800 dpi
- 3 Save the files as TIFF or high-quality JPEG
- 4 Give your digital file a meaningful name, and create a backup!



Queens Memory

Queens Memory is an ongoing program supported by Queens Library and Queens College, CUNY, designed to collect stories, images and other evidence of life in the borough of Queens. These records get a permanent home in the Archives and are featured on the Queens Memory website (www.queensmemory.org), where newly added materials connect with historic artifacts. Queens Memory also provides training and materials for anyone wishing to contribute interviews, photographs, or other records of their neighborhoods, families and communities. The project seeks to empower residents from diverse backgrounds to document the personal histories that together tell a more complete story of life in the borough.

Contact Us:

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Inez Lewis, Sinclair Lewis and Ethel Gomez circa 1960.
Donated by Inez Lewis