

# DigitalArc Community Archiving Walkthrough

**Hands-On Activity!**  
**June 1, 2025**



# Overview

**10:00–1:00 PM**

*In teams, walk through the story-collecting process; post-processing of files (in brief)*

**1:00–1:45 PM**

*Lunch, catered by Panera*

**1:45–2:45 PM**

*Debrief & Toolkit Review: Questions, concerns, etc.*

**2:45 – 3:00 PM**

*Next Steps*

**Team 1**

*Maggie Catania & Courtney Franklin*

**Team 2**

*McKenya Dilworth Smith & Joslyn Kelly*

**Team 3**

*Sam Love & Bryan Glover*

**Team 4**

*Alia Levar Wegner & Jacky Johnson*

**Team 5**

*Claudia Gonzalez-Diaz & Alec Smitten*

# File Management / Sharing

For this workshop, we will be referencing Google services.

1. Create an Google account / email for your project (i.e., [voicesofgary@gmail.com](mailto:voicesofgary@gmail.com)).
  - Free: 15 GB; Google One 100+ GB for \$18-\$90 a year
  - Consider this a selectively shared account or a "group" account so choose password accordingly.
  - Identify a single person/admin of this account for management/recovery/payment purposes but consider sharing login to account with CORE project team
  - Manage access by inviting people (they will need a gmail account) to contribute to designated folders; or create open, view-only folders

1. Setup folders in Google account to manage aspects of your project:
  - Project Management (i.e., managing and tracking event logistics, scheduling & training volunteers, etc.)
  - Event Day documents & forms
  - Event-Day file uploads (need to provide access to all your volunteers)

2. Example

The screenshot shows a Google Drive interface with the following folder structure:

- My Drive > 2025-05 In-Person Digit... (parent folder)
  - 01\_Agendas and Welcome
  - 02\_Community Partners Stories
  - Catering
  - Workshop Materials and Guides

Filter options at the top include: Type, People, Modified, and Source. The results are sorted by Name (with an upward arrow).

# The Playbook

## DigitalArc Community Archiving Playbook

### Introduction to the Playbook

This playbook provides a step-by-step guide for running a community digital archiving event, including how-tos and tips at every stage of the process. Each community collaboration will be unique – in scale and scope, and in themes and artifacts/objects highlighted. The playbook should be tailored to specific community goals and partnerships.

### Reading the Playbook

The playbook is designed to provide step-by-step guidance for each of the stations and accompanying roles.

- Text highlighted in purple provides a script or language you can use/adapt when communicating with contributors.
- Text highlighted in yellow refers to accompanying documentation that you may need to reference to complete a task.
- Text highlighted in green reflects an action you and/or the contributor will need to take to move through the process.
- Text highlighted in blue are prompts particular for the guides (though the guide should be acquainted with *all* the steps outlined in this playbook)

Additional supporting details may be found in the DigitalArc Toolkit Documentation:

<https://digitalarcplatform.github.io/documentation/>.

1. Check-In
2. Digitization / Capture
3. Interviews
4. Check Out
5. Guides

<http://tiny.cc/digitalarc-playbook>

# Check-In

## Sign-In

Complete a form for EACH object.

1. *Forms provides preliminary metadata for object(s)*
2. *Form facilitates contact with the community member contributor*
3. *Form tracks the object per contributor*
4. **Form records consent!**

## Verify Sign-In

Verification is especially needed if contributors sign in days ahead of a story collection event.

1. *Confirm contact information.*
2. *Confirm consent.*

## Assign ID & Guide

Each object is assigned an identifier to track image and audio/video files.

1. *Assign pre-generated ID*
2. *Assign a Guide (optional)*

# Digitization/Capture

## Photos of Objects

1. Take a reference photo with the ID index card.
2. Use smartphone or digital camera device to capture object.
3. Consider options for best possible photo depending on the object: 3D (big or small), 2D (how many pages?), etc.

## Born-Digital Photos

1. Use upload form to collect born-digital images already on a phone or other device.
2. For each distinct image or groups of images, a new form should be submitted.
3. The form facilitates tracking, privacy concerns, and preliminary metadata.

## Placeholder Photos

1. Ensuring copyright is clear, locate a representative image on the Web to upload.
2. Copyright is complicated so you may need to come back to the original image selected and work with contributor on identifying another open-access image.

# Interviews / Oral Histories

Interviews are based on objects; Oral histories can be topical.

## Object-based

1. Reference the object ID at the start of the interview (this can be edited at post-processing).
2. Pre-determine a short list of questions that anchor the story or memory to the object submitted.
3. Keep interviews to no more than 5 minutes, especially if you are running a story-gathering event in a large setting with many contributors.
4. Using the “Submit Born Digital Form,” these interviews can be recorded and/or collected at a later date, if needed.

## Topic-based

1. Reference the object ID at the start of the interview (this can be edited at post-processing).
2. Pre-determine a list of open-ended questions that walks the contributor through their story.
3. Agree on duration of interview with the contributor.
4. Using the “Submit Born Digital Form,” a portrait of the contributor can be taken at Digitization or contributor can select a placeholder image that accompanies the oral history.

# Check-Out

## Verify Objects!

Make sure contributor has their object in-hand and that the IDs match.

1. *Forms provides preliminary metadata for object(s)*
2. *Form facilitates contact with the community member contributor*
3. *Form tracks the object per contributor*
4. **Form records consent!**

## Verify Assign ID

Verification is important as things may change through the process.

1. *Confirm contact information.*
2. *Confirm consent.*

## Confirm Next Steps

Provide project contact information.

1. *Provide follow-up contact information in case the contributor has questions or requests changes.*
2. *Outline a plan for sharing back digital files for their personal archives.*
3. *Estimate when content will appear on the community digital archive.*

# Guides

## Friendly-face

1. *Assigning a guide can be helpful and comforting to the contributor as they move through the stations.*
2. *The guide is generalist; they need to know roughly what's happening at each station, not the mechanics.*
3. *They should be personable, social people!*

## Advocate

1. *As contributor moves through stations and questions arise, the Guide should track those and confirm with station leads or at check-out.*
2. *Check-in with contributor throughout the process.*

## Help with Uploads

1. *Guides should be familiar with the born-digital upload options and be prepared to help participants upload files.*

# **Let's Do This!**

## **Team 1**

*Maggie Catania & Courtney Franklin*

## **Team 2**

*McKenya Dilworth Smith, Joslyn Kelly, Maya*

## **Team 3**

*Sam Love & Bryan Glover*

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