

## **Assigned Tasks: Forest Hills Library**

Forest Hills Library (E, F, M, R trains; Q23, Q60, Q64 buses)

108-19 17st Ave, Forest Hills 11375

### **Saturday, January 30, 2-5pm**

Event Leader: Arrive at 1pm

Intake Staffer and Digitization Staffer: Please arrive at 1:30pm

#### Event Leader

- Liaise with community partners and branch library staff
- Make sure everyone gets a name tag and completes the sign in sheet
- Coordinate interactive activities
- Take event photos of participants and staff
- Gather participant feedback forms
- Complete event evaluation form

#### Intake Staffer

- Make sure we have a signed consent form from each donor
- Works with donors to complete submission forms for each item being scanned
- Place consent form, photos and submission forms into folders and write donor name on the front
- Gather participant feedback forms

#### Digitization Staffer

- Scan donor materials
- Create a folder for each donor ("DonorLastName\_DonorFirstName")
- Save scans using naming rules
- Photograph donor materials as needed
- Create a folder for each donor ("DonorLastName\_DonorFirstName")
- Save scans using naming rules
- Give each donor: a thumb drive of their scans (saved as TIFF and JPEG), copy of "Preserving Your Digital Memories" brochure
- End of day: Move whole event folder with all scans from the day onto the external hard drive

\* With only 2 staff people, the Event Leader and Intake Staffer responsibilities are combined.