Preserving History

City of Commerce

What is needed?
Access to history

- Currently, there are hundreds of photographs, slides, newspaper clippings and other historical documents that are in dire need of preservation. At the moment, these documents/items are stored in various parts of the city and in some cases, not in the best climate controlled storage areas.

- We need a way to increase and broaden access to these items to the general public, the city and the library.

- The library receives requests from the public wanting to access historical items, photographs in particular . The library doesn't have a efficient way to retrieve these items, other than searching through photos one at a time.
- A more efficient way for these requests to be located and filled in a timely manner is to house them is using a content management system where items can be retrieved quickly by anyone.
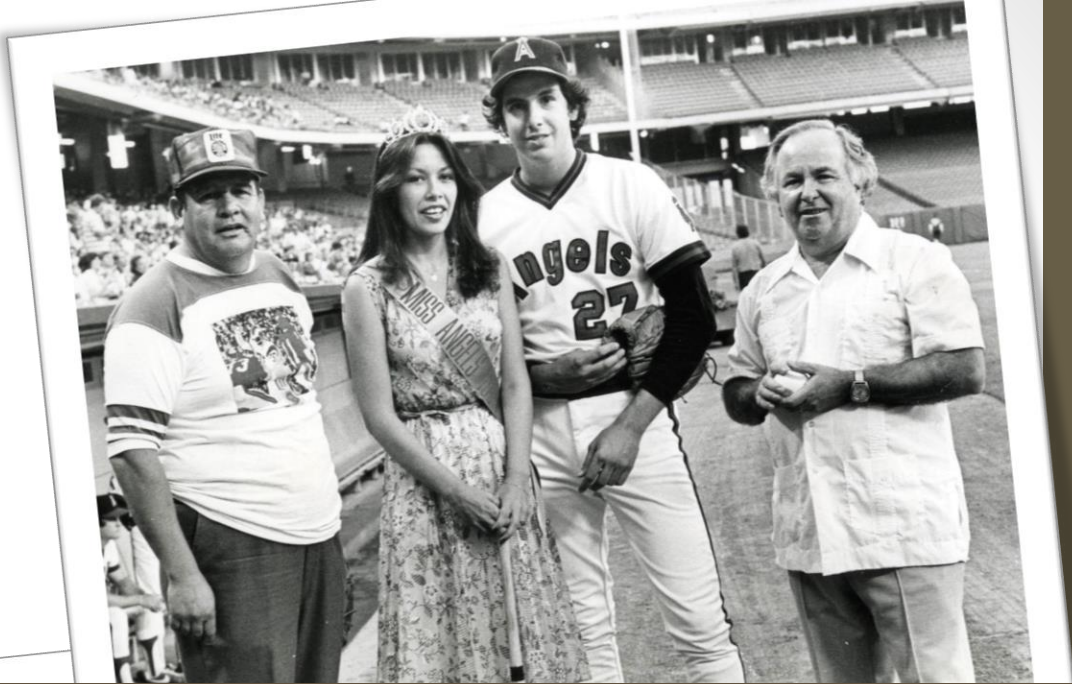
The library currently has 200 images available online thanks to a state grant!

These are the current condition of hundreds of items.

Inventory

- Location of items: city warehouse, library and other city departments
- Hundreds of photos, Report to the People issues, scrapbooks, newspaper clippings, slides, etc. (This is not counting photos and other items stored in the warehouse.)

What value does the collection offer?

- Preserve City's history for future generations
- Value as an artifact
- Value as evidence
- Value to the Library's mission to serve the community
- Community pride

Evaluating and Selecting

- Are items too fragile or too difficult to digitize?
- What formats are in the collection?
- Can bound items be dis-bound?

Storage/Equipment

- Furniture and Storage supplies
- Scanner
- Air-controlled environment

Personnel

- Project manager – oversees all aspects of the project
- Hardware/software developer – search for an online content manager
- Web Developer
- Metadata creator – intern archivist, staff, public

Create a timeline

- To evaluate, select, develop a budget, purchase equipment, determine personnel and begin digitizing!

Tasks to date

- Preliminary inventory of the city warehouse and library
- Attended digitization conference
- Talked to vendors
- Visited libraries
- Researched possible state grant opportunities

Needs for Local History Project

- Personnel
- Content Management System – online repository
- Office storage space
- Funds for:
  - Equipment
  - Furniture
  - archiving material