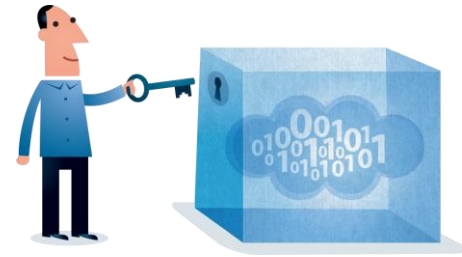


Personal Digital Archiving Train-the-Trainer Workshop

Additional Resources

July 31, 2014 - Society of Georgia Archivists, Georgia Library Association, ARMA Atlanta



[Part I: The What and the Why of Personal Digital Archiving](#)

[Part II: The Landscape of Digital Records](#)

[Part III: Best Practices for Creating Personal Digital Records](#)

[Part IV: Ownership and Copyright of Personal Digital Records](#)

[Part V: Privacy and Security of Personal Digital Records](#)

[Part VI: Best Practices for Storing Personal Digital Records](#)

[Part VII: Best Practices for Access and Ongoing Management of Personal Digital Records](#)

[Part VIII: Best Practices for the Digital Afterlife](#)

[Digital Preservation Illustrations](#)

Part I: The What and the Why of Personal Digital Archiving

Digitalpreservationeuropa.eu. (2009). "wepreserve" YouTube channel.
<https://www.youtube.com/user/wepreserve/videos>

Glenn, H. (2013, July 20). "In The Digital Age, the Family Photo Album Fades Away." *NPR*.
<http://www.npr.org/blogs/alltechconsidered/2013/07/25/205425676/preserving-family-photos-in-digital-age>

Google Dictionary. (2014). "Record." <http://www.google.com/search?q=define+record>

Lee, C. (2011). *I, Digital: Personal Collections in the Digital Era*. Chicago, IL: Society of American Archivists.
<http://www.worldcat.org/oclc/739914168>

Library of Congress. (2014). "Personal Digital Archiving." <http://digitalpreservation.gov/personalarchiving/>

Library of Congress Digital Preservation. (2014). "The Signal," Personal Archiving category.
<http://blogs.loc.gov/digitalpreservation/category/personal-archiving/>

Library of Congress National Digital Information Infrastructure and Preservation Program. (2013). *Perspectives on Personal Digital Archiving*.
http://www.digitalpreservation.gov/documents/ebookpdf_march18.pdf

New York Times. (2013, May 29). "Ask an Expert: Tips on Archiving Family History, Part 1" with Bertram Lyons. *New York Times*. <http://www.nytimes.com/2013/05/29/booming/tips-on-archiving-family-history-part-1.html?smid=pl-share>

New York Times. (2013, June 5). "Ask an Expert: Tips on Archiving Family History, Part 2" with Bertram Lyons. *New York Times*. <http://www.nytimes.com/2013/06/05/booming/tips-on-preserving-family-films-and-photos.html?smid=pl-share>

New York Times. (2013, June 12). "Ask an Expert: Tips on Archiving Family History, Part 3" with Bertram Lyons. *New York Times*. <http://www.nytimes.com/2013/06/12/booming/tips-on-archiving-family-history-part-3.html?smid=pl-share>

Privacy Rights Clearinghouse. (2014, April). "Fact Sheet 12a: Personal Data Retention and Destruction Plan." <https://www.privacyrights.org/personal-data-retention-and-destruction-plan>

Public Library Association. (2014). "Personal Digital Archiving." *Public Libraries Online*. <http://publiclibrariesonline.org/tag/personal-digital-archiving/>

Smith, K. (2013, May 9). "Personal Digital Archiving." *Engineering the Future of the Past*. <http://libraries.mit.edu/digital-archives/personal-digital-archiving/>

Tansey, E. (2014). University of Cincinnati Libraries Digital Learning Community Blog - Personal Digital Archiving. <http://libapps.libraries.uc.edu/blogs/dlc/tag/personal-digital-archiving/>

Part II: The Landscape of Digital Records

Atlanta Historical Computing Society. (2014). <http://atlhcs.org/>

Ceruzzi, P. E. (2012). *Computing: a concise history*. Cambridge, Mass.: MIT Press. <http://www.worldcat.org/oclc/758392163>

Lee, C. (2014) "Digital Forensics Meets the Archivist (And They Seem to Like Each Other)," *Provenance, Journal of the Society of Georgia Archivists*: Vol. 30: Iss. 1, Article 2. <http://digitalcommons.kennesaw.edu/provenance/vol30/iss1/2>

Lee, C., Woods, K., Kirschenbaum, M., & Chassanoff, A. (2014). "From bitstreams to heritage: Putting digital forensics into practice in collecting institutions." <http://www.bitcurator.net/docs/bitstreams-to-heritage.pdf>

Liberated Tech. (2014). <http://www.liberatedtech.org/>

Parlante, N. (2014). "CS101." *Stanford Online*. <https://class.stanford.edu/courses/Engineering/CS101/Summer2014/about>

Part III: Best Practices for Creating Personal Digital Records

American Society of Media Photographers. (2012, Feb. 27). "Digital Photography Best Practices and Workflow - File Format." <http://www.dpbestflow.org/links/37>

American Society of Media Photographers. (2012, Feb. 27). "Digital Photography Best Practices and Workflow - File Management." <http://www.dpbestflow.org/links/38>

Ashenfelder, M. (2011, Oct. 28). "Adding Descriptions to Digital Photos." *Library of Congress Digital Preservation: The Signal*. <http://blogs.loc.gov/digitalpreservation/2011/10/mission-possible-an-easy-way-to-add-descriptions-to-digital-photos/>

The Association for Library Collections and Technical Services Preservation and Reformatting Section. (2013, June). "Minimum Digitization Capture Recommendations." <http://www.ala.org/alcts/resources/preserv/minimum-digitization-capture-recommendations>

AVPreserve. (2014). "Exiftool Tutorial Series." <http://www.avpreserve.com/exiftool-tutorial-series/>

Creative Commons. (2013, Sept. 15). "Embedded Metadata." http://wiki.creativecommons.org/Embedded_Metadata

Federal Agencies Digitization Guidelines Initiative. (2014, April 21). <http://www.digitizationguidelines.gov/>

International Press Telecommunications Council. (2014). "Embedded Metadata Manifesto." <http://www.embeddedmetadata.org/index.php>

JISC Digital Media. (2014). "Choosing a Digital Audio File Format." <http://www.jiscdigitalmedia.ac.uk/guide/choosing-a-digital-audio-file-format/>

JISC Digital Media. (2014). "Guide: Putting Things in Order: A Directory of Metadata Schemas and Related Standards." <http://www.jiscdigitalmedia.ac.uk/guide/putting-things-in-order-links-to-metadata-schemas-and-related-standards>

Paradigm Project. (2008, Jan. 2). *Workbook on Digital Private Papers* - "Guidelines for creators of personal archives." <http://www.paradigm.ac.uk/workbook/appendices/guidelines-tips.html>

Renfro, C., Shields, E., & Axford, M. (2014). *Personal Knowledge Management for Academia and Librarians*. <http://www.academicpkm.org/>

Sade, V. (2014, March 2). "Digital lab lets users record family history." *Fort Wayne Journal Gazette*. <http://www.journalgazette.net/article/20140302/LOCAL/303029941/1002/LOCAL#>

State Library of North Carolina and State Archives of North Carolina. (2013). "Digital Preservation Best Practices and Guidelines." <http://digitalpreservation.ncdcr.gov/>

Taylor, N. (2014, April 18). "Personal Digital Web Archiving." *Society of American Archivists Web Archiving Roundtable*. <http://webarchivingrt.wordpress.com/2014/04/18/personal-digital-web-archiving-guest-post-by-nicholas-taylor/>

Witness. (2013). "Activist's Guide to Archiving Video." <http://archiveguide.witness.org/>

Part IV: Ownership and Copyright of Personal Digital Records

American Society of Media Photographers. (2012, Feb. 27). "Digital Photography Best Practices and Workflow - Copyright Registration." <http://www.dpbestflow.org/node/426>

Berkman Center for Internet and Society at Harvard University. (2014). <http://cyber.law.harvard.edu/>

Bruckman, A., Fiesler, C., & Georgia Institute of Technology Institute Communications. (2014, April 18). "Do You Read Terms of Service? Maybe You Should." <http://www.news.gatech.edu/2014/04/18/do-you-read-terms-service-maybe-you-should>

Creative Commons. (2014). "Creative Commons: Choose a License." <http://creativecommons.org/choose/>

Digital Public Library of America (DPLA). (2014). "Projects: Getting it Right on Rights." <http://dp.la/info/about/projects/getting-it-right-on-rights/>

Electronic Frontier Foundation. (2014). "Teaching Copyright: Copyright Frequently Asked Questions." <http://www.teachingcopyright.org/handout/copyright-faq>

Google. (2014). "Download your data - FAQ." <https://support.google.com/accounts/answer/3024190>

IMDb. (2013). *Terms and Conditions May Apply*. <http://www.imdb.com/title/tt2084953/>

Institute of Museum and Library Services, University of Washington Technology & Social Change Group, International City/County Management Association. (2012). "Building Digital Communities." Institute of Museum and Library Services. <http://www.ims.gov/assets/1/AssetManager/BuildingDigitalCommunities.pdf>

Nicol, A. (2014). "Clickwrapped: Who respects your rights online?" <http://www.clickwrapped.com/>

Stanford Law School Center for Internet and Society. (2014). <http://cyberlaw.stanford.edu/>

Terms of Service; Didn't Read. (2014). <http://tosdr.org/index.html>

Part V: Privacy and Security of Personal Digital Records

Google. (2014). "Download your data - FAQ." <https://support.google.com/accounts/answer/3024190>

Digital Preservation Coalition. (2012). "Media and Formats - Compressions and Encryption." <http://www.dpconline.org/advice/preservationhandbook/media-and-formats/compression-and-encryption>

Electronic Frontier Foundation. (2014). <https://www.eff.org/> and <https://ssd.eff.org/tech/encryption>

Finley, K. (2014, July 9). "The App That Lets You Spy on Yourself and Sell Your Own Data." *Wired*. <http://www.wired.com/2014/07/citizenme/>

The Guardian. (2011-2014). Articles on "The Right to Be Forgotten." *The Guardian*. <http://www.theguardian.com/technology/right-to-be-forgotten>

McGrath, G. (2012, April 10). "Recovering encrypted files." *Files that Last: Digital Preservation for Everygeek*. <https://filesthatlast.wordpress.com/tag/encryption/>

Redwine, G., Barnard, M., Donovan, K., Farr, E., Forstrom, M., Hansen, W., John, J. L., Kuhl, N., Shaw, S., & Thomas, S. "Born Digital: Guidance for Donors, Dealers, and Archival Repositories." Council on Library and Information Resources. <http://www.clir.org/pubs/reports/pub159/pub159.pdf>

Rosen, J. (2012, Feb. 13). "The Right to Be Forgotten." *Stanford Law Review Online*. <http://www.stanfordlawreview.org/online/privacy-paradox/right-to-be-forgotten>

Part VI: Best Practices for Storing Personal Digital Records

American Society of Media Photographers. (2012, Feb. 27). "Digital Photography Best Practices and Workflow - Backup." <http://www.dpbestflow.org/links/42>

American Society of Media Photographers. (2012, Feb. 27). "Digital Photography Best Practices and Workflow - Data Storage Hardware." <http://www.dpbestflow.org/links/42>

Blackbrick. (2014). "Personalserver.com: The Future of Personal Computing." <https://www.personalserver.com/web/en/home>

Bradley, T. (2012, January 29). "Need More Storage? Expand with External Drives." *PCWorld*. http://www.pcworld.com/article/248921/need_more_storage_expand_with_external_drives.html

Citizen Web. (2014). "3.1 – Why a Personal Server?" *The CitizenWeb Project*. <https://citizenweb.is/guide/srv/1-why>

Cohen, D. & Rosenzweig, R. (2005). "Preserving Digital History: The Fragility of Digital Materials." *Digital History: A Guide to Gathering, Preserving, and Presenting the Past on the Web*.
<http://chnm.gmu.edu/digitalhistory/preserving/1.php>

Harris, R. (2009, January 4). "Long-term personal data storage." *ZDNet*.
<http://www.zdnet.com/blog/storage/long-term-personal-data-storage/376>

Library of Congress. (2013, March 20). "Sustainability of Digital Formats, Planning for Library of Congress Collections, Formats, Evaluation Factors, and Relationships."
http://www.digitalpreservation.gov/formats/intro/format_eval_rel.shtml

Manjoo, F. (2014, May 14). "Personal Tech: Organizing Your Photos, Cloud-Free." *New York Times*.
<http://nyti.ms/1jgZLFM>

Wikimedia Foundation. (2014, July 23). "Comparison of online backup services." *Wikipedia*.
http://en.wikipedia.org/wiki/Comparison_of_online_backup_services

Part VII: Best Practices for Access and Ongoing Management of Personal Digital Records

American Society of Media Photographers. (2012, Feb. 27). "Digital Photography Best Practices and Workflow - File Lifecycle." <http://www.dpbestflow.org/links/43>

American Society of Media Photographers. (2012, Feb. 27). "Digital Photography Best Practices and Workflow - Migration." <http://www.dpbestflow.org/links/41>

Archivemata. (2014, April 1). "Format policies." https://www.archivemata.org/wiki/Format_policies

Digital Curation Centre. (2014). "Curation Reference Manual." <http://www.dcc.ac.uk/resources/curation-reference-manual>

Digital Preservation Coalition. (2014). "Advice." <http://www.dpconline.org/advice>

Digital Preservation Coalition. (2014). "Publications." <http://www.dpconline.org/publications>

Internet Archive. (2014, Feb. 27). "Heritrix." Web crawler.
<https://webarchive.jira.com/wiki/display/Heritrix/Heritrix>

JISC Digital Media. (2014). "Open Source and Free Software Directory."
<http://www.jiscdigitalmedia.ac.uk/guide/open-source-and-free-software-directory>

Library of Congress. (2014). "Recommended Format Specifications."
<http://www.loc.gov/preservation/resources/rfs/>

Memento. (2014). "Memento: Adding Time to the Web." <http://mementoweb.org/>

Personal Digital Archiving Workshop - July 31, 2014 - Society of Georgia Archivists, Georgia Library Association, Atlanta ARMA - This work is licensed under a Creative Commons Attribution 4.0 International License.

National Library of New Zealand. (2014). "Caring for your collections."
<http://natlib.govt.nz/collections/caring-for-your-collections>

Northeast Document Conservation Center. (n.d.) "Digital Preservation." <http://www.nedcc.org/free-resources/digital-preservation>

Roche, X. (2014, July 17). "HTTrack Website Copier." <http://www.httrack.com/>

The Smithsonian Institution Archives and The Rockefeller Archive Center. (2009). "The Collaborative Electronic Records Project." - Email preservation. <http://siarchives.si.edu/ceerp/>

Stanford University Libraries. (2014). "ePADD Project - Email Processing, Appraisal, Discovery, and Delivery." <http://library.stanford.edu/spc/more-about-us/projects-and-initiatives/epadd-project>

Stanford University Mobisocial Lab. (2014). "MUSE: Revive Precious Memories Using Email."
<http://mobisocial.stanford.edu/muse/>

Part VIII: Best Practices for the Digital Afterlife

Cahn, N. & Zietlow, A. (2013, Sept. 16). "A Digital Afterlife." *Slate*.
http://www.slate.com/articles/double_x/doublex/2013/09/digital_assets_how_do_you_handle_a_loved_ones_online_accounts.html

Caolo, D. (2014, April 17). "Estate planning for your digital assets." *Unclutterer*.
<http://unclutterer.com/2014/04/17/estate-planning-for-your-digital-assets/>

The Digital Beyond. (2014). <http://www.thedigitalbeyond.com/> and
<http://www.thedigitalbeyond.com/online-services-list/>

Hu, E. (2013, Aug. 5). "The Effort to Write Laws for Your Digital Life after Death." *NPR*.
<http://www.npr.org/blogs/alltechconsidered/2013/08/05/209178771/the-effort-to-write-laws-for-your-digital-life-after-death>

Library of Congress. (2014). "Personal Digital Archiving." <http://digitalpreservation.gov/personalarchiving/>

Martin, C. (2014, March 15). "Preserving Family History, One Memory at a Time." *New York Times, Business Day, Prototype*. <http://nyti.ms/1fzjLTs>

NPR. (2009-2014). Search results for "digital afterlife."
<http://www.npr.org/templates/search/index.php?searchinput=%22digital+afterlife%22&tabId=all&dateId=0&sort=date>

Redwine, G., Barnard, M., Donovan, K., Farr, E., Forstrom, M., Hansen, W., John, J. L., Kuhl, N., Shaw, S., & Thomas, S. "Born Digital: Guidance for Donors, Dealers, and Archival Repositories." Council on Library and Information Resources. <http://www.clir.org/pubs/reports/pub159/pub159.pdf>

Roberts, M. (2014, Jul. 23). "A Plan to Untangle Our Digital Lives after We're Gone." *NPR*.
<http://www.npr.org/blogs/alltechconsidered/2014/07/23/334051789/a-plan-to-untangle-our-digital-lives-after-were-gone>

Society of American Archivists, Manuscript Repositories Section. (2013). "Donating Your Personal or Family Records to a Repository." <http://www2.archivists.org/publications/brochures/donating-familyrecs>

Stanford University Mobisocial Lab. (2014). "MUSE: Revive Precious Memories Using Email."
<http://mobisocial.stanford.edu/muse/>

Walker, R. (2011, Jan. 5). "Cyberspace When You're Dead." *New York Times Magazine*.
<http://www.nytimes.com/2011/01/09/magazine/09Immortality-t.html>

Digital Preservation Illustrations

Tom Woolley, created for the "Digital Preservation Business Case Toolkit <http://wiki.dpconline.org/>
(Creative Commons Attribution-NonCommercial 3.0 Unported License)
http://wiki.dpconline.org/index.php?title=SPRUCE_Digital_Preservation_Illustrations

Jørgen Stamp, created for www.digitalbevaring.dk (Creative Commons Attribution 2.5 Denmark license)
<http://digitalbevaring.dk/about-us/>