Archivist in a Backpack - Archives Kit

Introductory Slide-Deck
So what’s in the Archives Kit?
And how is it used?
What You’ll Find Inside...

Epson V39 Flatbed Scanner
To scan in documents and photographs. Includes scanner, instructions, installation CD, and USB cord to connect to computer (also the power source).

Portable storage
To transfer and temporarily store scanned documents.

Archival Containers for Photographs and Documents
- Archival 5x7” sleeves (1 pack of 10)
- Archival 8x10” sleeves (1 pack of 10)
- Archival 11x14” sleeves (1 pack of 10)
- Document 11x14” sleeves (10)
- Archival folders (100)
- Clear archival box (10.25”W x 15.25”L x 3H)

Gloves (3-4 pairs)
To handle photographic materials safely.

Artifact tags (10)
To tag physical objects such as photos or trophies.

No. 2 pencils (3)
To write item or collection descriptions on folders and artifact tags.

Blank flashcards (100)
To make notes about materials, label, or even answer the 5W’s: What, When, Where, Why, About materials.
What You’ll Find Inside
Learn more about the Community-Driven Archives project and the support it provides for your community archives.
You may have physical photographs and documents that you want to share with friends and family. With a computer and scanner, you can digitize these items at home or at your local public library. Here are some tips for making a good digital copy:

- Be sure that the scanner is free of dust or lint.
- Dots per inch (DPI) affects image quality. A higher DPI creates a more detailed image. Recommended settings are:
  - Photographs and documents: 300 DPI
  - Photographs and documents that you plan to enlarge and print: 600 DPI
  - Photographic slides and negatives: 1,800 DPI.
- Save the scans as TIFF or high-quality JPEG files.
- Give your digital file a meaningful name and create a backup.
Epson V39 Flatbed Scanner - Setup

- This is your scanner! It can scan photographs and documents.
- The following slides will demonstrate how you can connect your scanner to a computer, download the needed software, what the buttons mean, and recommended settings.
- But first! Remove the blue tape and padding from your scanner (they are left on in the photographs for demonstration only)
To connect your scanner to a computer, first take the more-square end of the connecting cable (included with the scanner) and locate the corresponding hole on the scanner on the back.

Plug in this end of the cord into the scanner.
Take the other end of the cord and plug it into the USB port (or corresponding dongle) of your laptop.

If you connect your phone or camera to your laptop to dump photographs, this is (probably) the same port.
- This is what your setup should look like once the computer and scanner are connected.
- Since the cord and connection acts as a power source for the scanner, you should see a blue light come on on the front of the scanner, near the buttons.
Epson Perfection V39

To actually use the scanner, you will need to download the driver to run the scanner on your computer.

If you have a CD drive on your computer, you can use the included CD to download the software.

If you DO NOT have a CD drive on your computer, you can go here: http://bit.ly/2DI5mc3 to download the driver.

As seen on the left, it should automatically detect your operating section. Use the recommended driver to download.

** By downloading from this website, you are agreeing to abide by the terms and conditions of Epson's Software License Agreement.
Recommended Settings

Make sure you are in Professional Mode

Choose the proper Auto Exposure Type for your item - Document or Photo
Saving a Scan

Photograph Save Settings
- TIFF for a high quality ("archival") scan of a photograph
- JPG for a more compressed scan of a photograph (smaller file size)

Document Save Settings
- PDF for non-photographic documents (pamphlets, etc.)

Add Page Confirmation Box
If you are scanning a multi-page document, turn the page of the physical document on the scanner, and then click Add Page, as seen in the box above.
To transfer and temporarily store scanned documents

Tips:
- Choose a consistent organization system that makes sense to you. For example, you could organize folders by year and month, or by event such as a wedding or celebration.
- Give files and folders descriptive names. Include keywords and dates, using the format YYYYMMDD (e.g., 20070416 for something from April 16, 2007).
- Follow the **3-2-1 rule**: Create **three copies**, on **two different types of storage**, with **one in a remote location**. A good plan is to keep one copy on your computer, one copy on an external hard drive, and one copy on cloud storage such as Dropbox or Google Drive. Most cloud services will let you store up to 10 or 15 GB at no charge.
Included:

- Archival 5x7” sleeves (1 pack of 10)
- Archival 8x10” sleeves (1 pack of 10)
- Archival 12x17” sleeves (1 pack of 10)
- Document 11x14” sleeves (20)
- Archival folders (100)
- Clamshell archival box (10.25”W x 15.25”L x 3”H)

Tips:

- Acid-free folders and archival-quality polyester sleeves are ideal for long-term storage, but it is more important simply to keep materials in a cool and dry place. You can buy acid-free folders at any office supply store. Gaylord.com has archival-quality sleeves, envelopes, and boxes.
- Flatten or unfold any crumpled or folded documents and place them into folders to reduce space and protect them. If they can’t be easily unfolded, place them in folders as they are until you can dedicate more time and attention to each document.
To handle photographic materials safely

Oils from your fingers = BAD for photographs!

Wear cotton gloves to handle photographs, negatives, and any other photographic forms to keep them from being damaged

100% Cotton Gloves
To tag physical objects such as hats or trophies

- Age, water, dust, heat, light, and rough handling can damage archival materials. Keep them in a cool, dry space with limited natural light and stable conditions.
- Do not use cleaning chemicals that leave a residue.
- The items should be free of mold or bugs (dead or alive!) and dust should be gently brushed off.
- If something has mold on it, quarantine it in a box or bag, separated from everything else, until you can consult with an archives or museum professional about removing the mold.
To write item or collection descriptions on folders and artifact tags

Pens = BAD
Write in pencil instead! Less pressure and ability to erase any mistakes!

No. 2 Pencils
To make notes about materials, labels, or even answer the 5Ws (Who, What, When, Where, Why) about materials

Help future viewers, such as your great-grandchildren, by documenting the source of the items and their context or history:

- Place items in labeled boxes that describe what is inside. Be sure to contextualize the materials. (For example: “These are the letters I wrote while studying abroad in 1975.”)
- Keep a list or a spreadsheet of what is in your boxes.
Thank you and enjoy archiving with your new kit!