What do our memories look like?
What do we need to save them?
It’s a place
A group of resources
A series of programs
- DIY 3 hour sessions
- 8 formats
- Customer-provided storage
- Weekly orientations
- 650+ hours booked
- #1 Lab
Memory Lab
DC public library

GO BACK TO HOMEPAGE

BOOK A SESSION

MEMORY LAB EVENTS / CLASSES
### Table

<table>
<thead>
<tr>
<th>Location (e.g. camera, computer, USB, phone, tablet, etc.)</th>
<th>File Path or Web Address (if applicable)</th>
<th>Username/Login Info (if applicable)</th>
<th>Type of Content (e.g. photo, audio, video, e-mail, document, blog, etc.)</th>
<th>Format (e.g. jpg, doc, pdf, etc.)</th>
<th>Screenshot or Picture</th>
<th>Rights Statement* (e.g. public domain, attribution, etc.)</th>
<th>Decision Time: Do you want to preserve this?</th>
</tr>
</thead>
<tbody>
<tr>
<td>ex. computer</td>
<td>ex. Libraries &gt; Pictures &gt; CherryBlossoms _GS10201G_01</td>
<td>ex. N/A</td>
<td>ex. digital/photo</td>
<td>ex. jpg</td>
<td>ex. attribution/non-commercial</td>
<td>ex. yes</td>
<td></td>
</tr>
</tbody>
</table>

**KEY:**
- **Recommended**
- **Optional**
- **To be filled out upon completion**

**TIP:** Your inventory can be as general or detailed as you choose — use the KEY as a guide and feel free to add or delete columns as you see fit.

**TIP:** Revisit your inventory list and assess your content at least once a year in order to keep everything up-to-date. Make new copies and/or transfer formats, as needed.

**TIP:** If you need more space for additional columns and/or rows, use this chart as an example and create your own in a spreadsheet.

**Date Last Reviewed:**
Click here to enter a date.

---

**JAIME MEARS**

notes from a nascent archivist

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1600 viewers
65 countries
Digital Diaspora Roadshow
A Companion Transmedia Project

Smithsonian
National Museum of African American History and Culture
- 50 Librarians and Library Assistants trained
- 3 class packets
- shared Drive folder of resources
Recommendations

● Expanded Lab
● Increased accessibility
● Mobile archiving unit
● Continued regular programming
● Meetup Group
● Internship opportunities
● Impact measurements
Building Curation into Records Creation:
Developing a Digital Repository Program at the American Institute of Architects

Valerie Collins
Archival Description

<table>
<thead>
<tr>
<th>Unit Title</th>
<th>Building or Project Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Created</td>
<td>Date of project completion</td>
</tr>
<tr>
<td>Creator</td>
<td>Architect Firm name, location of Firm</td>
</tr>
<tr>
<td></td>
<td>Building type</td>
</tr>
</tbody>
</table>

---

```xml
<xsl:call-template name="add-field-node-with-label">
  <xsl:with-param name="field">
    <path>ead:ead/ead:archdesc/ead:did/ead:origination[@label='Creator']</path>
  </xsl:with-param>
  <xsl:with-param name="label" select="'Responsible AIA Department'" />
</xsl:call-template>
```

---

Archival Description

<table>
<thead>
<tr>
<th>Program Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Responsible AIA Department</td>
</tr>
</tbody>
</table>

**History**

The Regional/Urban Design Assistance Teams bring together volunteer professionals and community decision makers and stakeholders to plan for that community's future through design. R/UDAT reports and presentations are available in their entirety on the AIA website. The program started in 1967.

**Scope of Materials**

**Related Material**

**Restrictions on Access**

R/UDAT records in the AIA Digital Repository may also include White Papers & Evaluations that are only visible to authorized staff.
Finally....
Improving Digital Stewardship in the U.S. Senate
INFO GATHERING & WORKFLOW ANALYSIS
RECOMMEND WORKFLOWS AND TOOLS
RECOMMENDATIONS MOVING FORWARD

• Establish archival control (e.g. organization, fixity) earlier in the archival lifecycle
• Stronger collaboration with technical staff
• Alignment with the Center for Legislative Archives
• Reassess tools periodically (once a Congress)
• Senate Information Manager
Preparation for Audit and Certification of GPO's FDsys as a Trustworthy Digital Repository

Jessica Tieman
Let’s talk about how we talk about standards.

“Standards are not theory”

Flexibility in implementation!
Outreach with OAIS-compliant digital repositories.

Why assessment?
Why TRAC?
How did you prepare?
What was your greatest challenge?
What lessons did you learn?
How has this process benefited you long-term?
What are your recommendations for other repositories seeking certification?
Observations.

“Truly identify the reasons your repository is participating in this process.”

“Define your designated community very specifically.”

“Develop consistent practices to measure compliance.”

- Documentation
- Evidence
- Transparency
- Adequacy
- Measurability
The process of implementing ISO 16363:2012

Why is this important.

1. Share out policies and workflows publically
2. “Silo-busting”
3. Repositories are and should be dynamic
ISO 16363 isn’t attainable for my repository!

1. DRAMBORA
2. Knowledge sharing
3. Peer review!

Have fun!
NLM-Developed Software as Cultural Heritage

Nicole Contaxis
Work email (until June 3rd): nicole.contax@nih.gov
Personal email: ncontaxis@gmail.com
Goals

• Survey other cultural heritage organizations

• Survey NLM-developed software through archival research & interviews

• Identify software selection criteria & pick a program from the pilot project

• Create draft curation workflow

• Work with the DRWG from to prep files for ingest
Selection: The Criteria

Historical, technical...

...and some stuff you have little control over
Selection: The Process

Consensus, consensus, consensus...

... and for many reasons
Contact: Nicole Contaxis
Work email (until June 3rd): nicole.contax@nih.gov
Personal email: ncontaxis@gmail.com
Twitter: @ncontaxis
Blog: nicolecontaxis.wordpress.com