



Personal Archiving

Hannah
Digital Literacy Specialist

What is personal
archiving?



- “Personal archiving refers to the collection, management, and preservation of personal and family materials”
 - From *The Complete Guide to Personal Digital Archiving* by Brianna Marshall



Archiving

- Collection
- Preservation
- Management



Today

Sorting and selecting (Collection)

Preservation and storage (Preservation)

Digitization (Preservation/Management)



Next week

Organization (Management)

Metadata (Management)

Digitization Plan



A few Notes:

1. Click, Right Click, Double Click
2. Ask questions
3. Help your neighbor



Preservation

- “Prolonging the existence of a material by maintaining a condition suitable for use.”
– ODLIS



Analog or Digital



Digital

- Storage
 - Physical/hardware
 - Cloud



Digital Preservation Strategies



3-2-1

- 3 copies
- 2 media
- 1 off-site location



Replication, Redundancy, Planned Migration

- Replication—keep multiple copies
- Redundancy



Thank You

Want a copy of this presentation?
Visit www.skokiellibrary.info/handouts
where this presentation will be available
for four weeks.

