

## **Postcards for Dummies**

## OR

## How We Did It



### How it all started...



Metadata, Imaging & Storage for Digitization Projects

Contacted Angela Stanley - April 24, 2020 asking for a template for the metadata... Main project completed May 8, 2021

## "Joy" of Google Drive

	Title*	Cres	tor* Subject		Description*	UR	L* Stand	rdize Righ	ts Da	ate Co	overage (Spatial)	Form	Original	Contrib	Type	Medium	Holdin	Exten	Lan C	ove P	ublisher
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High School, Moultrie, Ga.		Bowles Studio (Moultrie, , Ga.) Georgia- Moultrie; buildings- Georgia- Colquit C Postcards- Georgia- Moultrie;		3 1/2 x 5 1/2 inches) Card titled: H Moultrie, Ga The 1928 high sche building, in Moultrie, Georgia, des Atlanta architect, William J. J. Cha the National Register of Historic PI (NRIS #\$2002398) and now houses Moultrie-Colquit County Arts Cen of a rich agricultural section. Mixed is generally followed; principal proc being: corn, peanuts, tobacco, water beef cattle, and hogs. Largest meat p plant in Southern States is located he Postage required – 1 cent stamp. Car numbered 78447.		chool, PST by 001.1 on ext eat ing	RIS- org/vo	<u>ab/</u>	19	Co Mc 31.	United States, Georgia, Colquitt County, Moultrie, 31.172649591116596, - 83.79379957008715	image (jpeg	Ellen Payne Odom Genealogy Library Postcard Collection		StillI mage		Colquitt a County d	1 postc ard : col. ill.	eng 1	1	Abany, Ia. : Wall łews Company
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Company Yant, Ioultrie, a	Studi (Mou , Ga.)	oultrie L) Moultrie; Postcards Georgia Moultrie		Postcard (color, linen textured, divided back, 3 1/2 x 5 1/2 inches) titled Swift & Company Plant, Moultrie, Ga The original plant began operation in 1914 until June 1917 under the name of Moultrie Packing Company. Swift and Company purchased the plant in June 1917 and have operated it since that time under the name Swift and Company. Text on reverse: Moultrie is the county seat of a rich agricultural section. Mixed farming is generally followed; principal products being: corn, peanuts, tobacco, watermelon, beef cattle, and hogs. Largest meat packing plant in Southern States is located here. Postage required - 1 cent stamo. Card number 78451		MCCLS-		5	1930/ 1945	Colqu Moul 31.19	d States, Georgia, aitt County, trie, 5532078295525, - 274355898302	image /jpeg	Ellen Payne Odom Genealogy Library Postcard Collection		StillI mage	postcards	Moultri e- Colquitt County Library System	l postc ard : col. ill.	eng	1930/ 1945	Albany, Ga. : Wall News Company
rie,	Bowles Studio Moultrie Ga.)	poolsGeorgia Moultrie;		ostcard (color, linen te tled Swimming Pool M escriptive text on reven	teard (color, linen textured, divided back) d Swimming Pool Moultrie, Georgia No rriptive text on reverse. Postage required - nt stamp. Card number 78449.		http://rights statements, org/vocab/ NoC- US/1.0/		1930/ 1945	Colqui Moultr 31.167	States, Georgia, itt County, rie, 890399074818, - 06654198642	image /jpeg	Ellen Payne Odom Genealogy Library		StillI mage	postcard	s Moultr e- Colquit County	tt ard :		1930 1943	

## Scanning



**Epson Perfection V39 Color Photo Scanner** 

**Scan Settings** 

At least 400dpi with no compression

TIFF (tif)

Name your files carefully MCCLS-PSTCRD-HARRIS-103.TIF

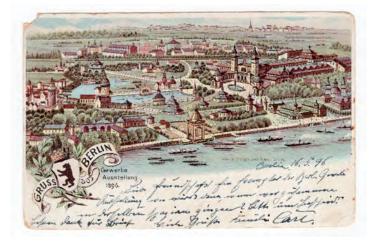
#### BACKUP!!!

Laptop External Hard Drive Dropbox Google Photos

### What to Scan?





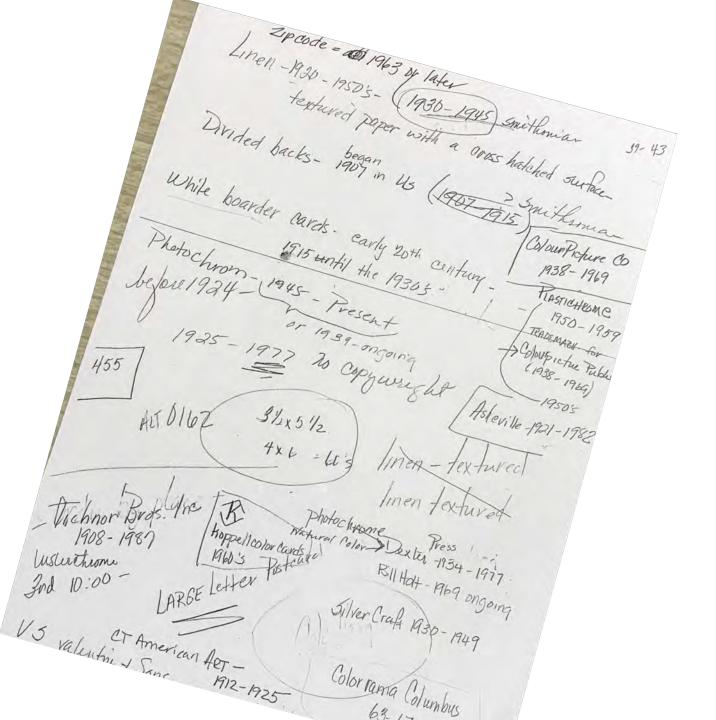






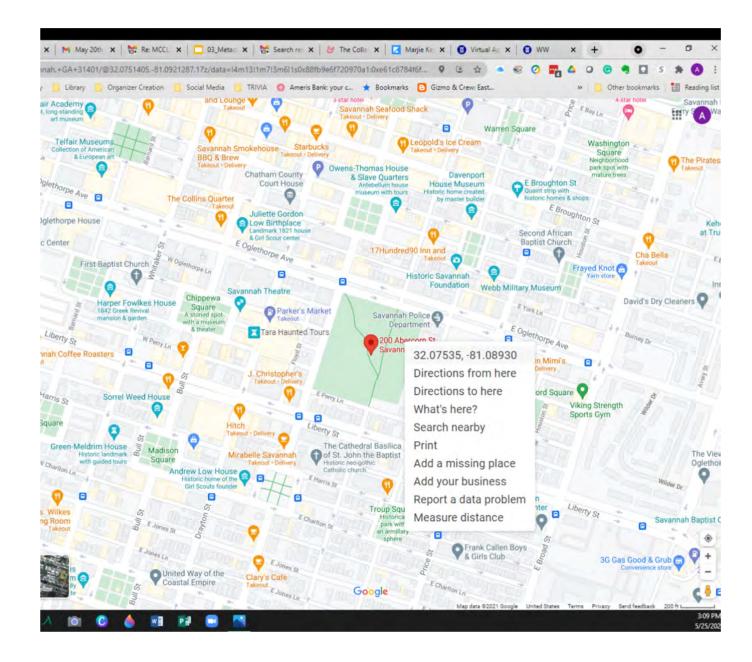
## **Tips and Tricks**

## **Cheat sheet**



## **Tips and Tricks**

## **Google Maps**



## **Tips and Tricks**

## **Dating Cards**

- Type of Card
- Postage
- Postmarks
- Publisher
- Content of the picture
- Size of the card
- Zip code
- Area Code

## Descriptions

Postcard (color, oilette, divided back, 3 1/2 x 5 1/2 inches) titled The Macleod –The inset shows a depiction of Glen Sligachan, Skye. Text on reverse: The Macleod. This clan is divided into two important branches – the Macleods of Harris, the descendants of Tormod (or Norman), and the Macleods of Lewis, the descendants of Torquill, both sons of Olave, the last Norwegian King of Man and the Isles, whose kingdom was broken up in the 13th century. There are also a number of important cadet families of this name. The present chief of the clan is the 23rd in direct succession, his seat being Dunvegan Castle, on the west coast of Skye. The clan suffered very heavily at the Battle of Worcester in 1651, fighting for Charles II. They also took a large share in the wars in America and India at the end of the 18th century. Their motto is "Hold Fast" and their badge "Juniper." The tartan here shown is commonly called the Dress tartan. "Scottish Clans" Series VI 9481. **Printed in England.** 

\*Note: This card is one of the Scottish Clan Postcards produced by the famous Raphael Tuck Company of London. Each card shows the clan tartan, clan emblem, plant, and either the traditional clan seat or a picturesque landscape from the clan's traditional "stomping ground." The series was first issued in 1906. It consisted of seven sets of six cards each. Each card was labeled "Oilette" which refers to a particular type of postcard production. In 1883, Queen Victoria granted the firm the Royal Warrant of Appointment. Tuck cards thereafter bore the message, "Art Publishers to Her Majesty the Queen". Future sovereigns continued the warrant of appointment.

### Descriptions

Postcard (color, linen textured, divided back, 3 1/2 x 5 1/2 inches) titled Fort Frederica, St. Simons Island, Ga. - Text on reverse: Fort Frederica, now a National Monument, was built in 1736 by General James Edward Oglethorpe and played an important part in the wars between Spain and England. *Postmarked: St. Simons Island, GA Jun 16, 1955 2:00pm* Postage affixed– 2 cent Jefferson stamp. Card number K7992.

## Websites

- Metro Postcards <a href="https://www.metropostcard.com/">https://www.metropostcard.com/</a>
- Miscellanea Deltiologia –<u>http://postcards.wikidot.com/publishers-</u> logos
- Miscellanea Deltiologia <u>http://postcards.wikidot.com/publishers-initials</u>
- Great Britain Philatelic Society
   <a href="https://www.gbps.org.uk/information/rates/inland/postcards.php">https://www.gbps.org.uk/information/rates/inland/postcards.php</a>
- UK Post Offices by County

https://sites.google.com/site/ukpostofficesbycounty/

## Websites

- Library of Congress Subject Headings PDF Files <u>https://www.loc.gov/aba/publications/FreeLCSH/freelcsh.html</u>
- **Rights Statements** <u>https://rightsstatements.org/page/1.0/?language=en</u>

**Specialty Sites** 

- Hawaii Picture Postcard Publishers <a href="https://stampshows.com/hipcpubl.html">https://stampshows.com/hipcpubl.html</a>
- Daily Mail Official War Post Cards by Jeff Briggs <u>https://www.postcard.org.nz/wp-content/uploads/Daily-Mail-Official-War-Postcards-Overview.pdf</u>
- Chicago Postcard Museum http://www.chicagopostcardmuseum.org/glossary\_of\_postcard\_terms.html

## Preservation of Cards





**Ellen Payne Odom Genealogical Library** Moultrie-Colquitt County Library System 229-985-6540

Melody Jenkins, Interim Director mjenkins@mccls.org Aileen McNair, Library Information specialist amcnair@mccls.org

https://dlg.usg.edu/collection/zgz\_epogpc

## Digitization of the Forsyth County News



GALILEO Annual Conference 2021 Jeff Fisher Materials Services Manager

## Forsyth County News

- The newspaper of record for Forsyth County and the city of Cumming.
- Received permission from the publisher to digitize issues from 1916 through the beginning of 2013, approximately 165,000 pages.
- Later received permission from the publisher to digitize issues from 2013 through the last issue of 2019.

## Funding

- Archival Services and Digital Initiatives (Georgia HomePLACE) grant through the Digital Library of Georgia
- Regular Library materials budget
- Library fund balance

## Timeline

- Digitization has covered three fiscal years: FY2019, FY2020, FY2021
- Fourth fiscal year of digitization in FY2022
- Potential fifth year of digitization in FY2023



#### MEMORIAL LIBRARY

## They Endure: Digitizing Black Oral Histories from Cairo, Georgia

## **Project Overview**

- Recorded from 1981-1982
- Grady County, Cairo Georgia
- Interviewers: Dr. Robert Hall, Frank Roebuck
- Breadth of interviewees
- Subjects: rural schools, community churches, sharecropping, African American Cemeteries, tobacco agriculture
- 78 oral history interviews, 49 photographic slides





## **Project Highlights**

- Number of interviews and photographic slide preservation
- Diverse storytelling: midwifery, motherhood, homemaking and entrepreneurship
- Reconnecting family histories and community memory



## **Project Accessibility**

- Creating equitable archives
- Silences in the historical narrative
- Available on SoundCloud, Digital Library of Georgia, OHMS records
- Community engagement and local history

#### Bethlehem A.M.E Church, 1980-1982



## GLASS Oral History Project- 2019



A UNIT OF THE GEORGIA PUBLIC LIBRARY SERVICE

Pat Herndon

Assistant State Librarian & Director of Georgia Library Service for the Blind and Print Disabled

Accessible books for every life, every reader, every day.

gls.georgialibraries.org



Through the Georgia Library Service for the blind and print disabled (GLS), Georgia Public Library Service provides library services for individuals who are blind and to those whose physical abilities require the use of books and magazines in audio format or in braille.

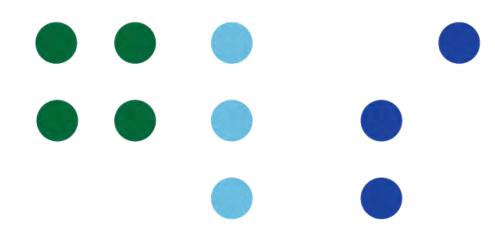


- Create a repository of personal histories of people with disabilities.
- The repository had to be easy to access, and accessible for users with disabilities.
- Educate the public through the voices of those within the community of persons with disabilities
- Create awareness of GLASS



3

- Gather equipment
- Select subjects to interview
- Solicit help from partners around the state
- Identify hosting agent
- Acquire professional transcripts
- Check for accessibility
- Publicize





"Interviewees shared their experiences with us, whether it was a life story or a period of time that was significant to them," said Georgia Libraries for Accessible Statewide Services (GLASS) Outreach Librarian Stephanie Irvin, who managed the project. "We heard such a variety of beautiful stories that exemplify both how unique our patrons are and the rich lives they have; this collection challenges the general perception of what it means to live with disability."



Accessible books for every life, every reader, every day.



5

## Our Stories, Our Lives

http://georgialibraries.org/glass/ourstories/



gls.georgialibraries.org

Accessible books for every life, every reader, every day.



6

Options Print View Return to Search Results Access Your Account	University Libraries Special Collections Libraries UNIVERSITY OF GEORGIA										
Help	Special Collections Libraries :: finding aids search :: search results :: tor: display										
Search this Page	Our Stories, Our Lives: Georgia Libraries for Accessible Statewide Services (GLASS) Oral History Project										
Request Material	Descriptive Summary										
Submit Request	Diffe: Our Stories, Our Lives: Georgia Libraries for Accessible Statewide Services (GLACC) Oral Listory Project Creators Georgia Libraries for Accessible Statewide Gervices										
Gancel Request	Inclusive Dates: June-December 2018 Language: English										
Table of Contents	Extent: 17 interview(s) Collection Number: RBRL/451/GLASS Repository: Richard B. Russell Library for Political Research and Studies										
Descriptive Summary Collection Description	Collection Description										
Administrative Information Related Materials and Subjects	Scope and Content Our Stories, Our Lives is a collection of stories gathered by the Georgia Libraries for Accessible Statewide Services (GLASS) to preserve and document a more complete history of the disability experience, specifically that of people with print										
Series Descriptions and Folder Listing	disabilities who are living in Georgia. This is an oral history project that works to noth preserve and document the varying experiences of those with print disabilities through the stories of people who have lived/are living with a print disability, including visual impairment, physical impairment, billidness, or an organic reading disability such as dyslexia.										
GLASS-001 Stuart Levenson 2018 June 28	Administrative Information										
GLASS-002 Vashaun Jones 2018 September 24	Historical note										
GLASS 000 Rite Horris 2018 July 12	Interviews were recorded by GLASS members and denated to the Russell Library with corresponding transcripts. Interviewers for the project include Stephanie Irvin, Kamesha Bradham, Carol Waggoner-Angleton, Catherine Vanstone, and Georgi Lewis.										
GLASS-004 Emplsh Thomas 2018 August 16	Copyright Information										
GLASS-005 Jarrett McNutt 2018 October 29	Resources may be used uncer the guidelines described by the U.S. Copyright Office in Section 107, Title 17, United States Code (Fair use). Parties interested in production or commercial use at the resources should contact the Russell Ubrary for fee schedule.										
GLASS 006 Bridgette Suttle 2018 October 09	Processing Information										
GLASS-007 John McCarty 2018 December 07	Transfer media for this collection include 11,1 kHz wave audio files.										
et see one et d.	Einding Aid Dublication										



## **Connect with us**

### Georgia Library Service for the Blind and Print Disabled

## $\frac{\text{glass@georgialibraries.org}}{800-248-6701}$

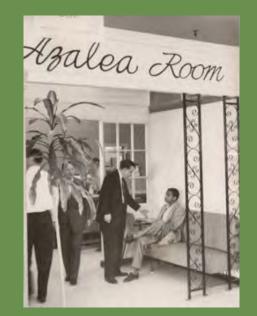


Georgia Library Service for the blind and print disabled

## Voices of the Past

How Digitization of Local Documents Impacts the Community and the Preservation of History for African American History leading up to the Civil Rights Movement.









Galileo Conference June, 2021

### Who Are We?

#### **Belle Reynoso**

Director, Collection Management reynosob@liveoakpl.org

#### Linda Bridges

Librarian, Georgia Room bridgesl@liveoakpl.org

#### **Marie Russell**

Collection Management Associate <u>russellm@liveoakpl.org</u>

#### **Jamie Whiting**

Collection Management Associate <u>whitingj@liveoakpl.org</u>



# Savannah Tribune and the Importance of Digitizing Certain Years

- Savannah's most important and one of the longest-running African American historical resources in the South
- First edition called the "Colored Tribune"
- First published in 1875
- Not published 1878-1886 and 1960-1973
- We had October 1943-September 1960 to digitize
  - Includes much of the developing Civil Rights Movement in Georgia



### Savannah Tribune Availability Online

- July 2008-Present is available online on their website
- October 1886-November 15, 1913 issues were already on Georgia Historic Newspapers
- Importance of this project
  - To provide researchers and the public with 24/7 access to this resource.
  - To preserve this newspaper's unique historical perspective on events of the day.
- It is available at:
  - <u>https://gahistoricnewspapers.galileo.usg.edu/</u>
  - <u>https://www.savannahtribune.com/</u>



### **Copyright Investigation**

- We used 6 microfilm reels and the Cornell University Public Domain Chart to help determine if the Savannah Tribune was in the public domain, taking one person 2.5 days to investigate.
- Things to consider regarding copyright
  - Syndicated content like cartoons
  - Catalog of Copyright entries
  - Examine two issues form every year, preferably coming from different parts of the year. Notate your findings, including full title, year, issue checked, copyright notice, copyright ads, etc.



## Now What?

• The Digital Library of Georgia digitizes from the original microfilm, adds the metadata, and uploads the new issues to the Georgia Historic Newspaper website.



## Resources

- <u>https://copyright.cornell.edu/sites/default/files/inline-files/Copyrig</u> <u>ht%20Term%20and%20the%20Public%20Domain%20in%20the%20U</u> <u>nited%20States%20March%202021\_0.pdf</u>
- <u>https://georgiahistory.com/education-outreach/historical-marker</u> <u>s/hidden-histories/the-georgia-civil-rights-trail-the-savannah-prote</u> <u>st-movement/</u>
- <u>https://gahistoricnewspapers.galileo.usg.edu/</u>
- <u>https://gahistoricnewspapers.galileo.usg.edu/lccn/sn84020323/</u>



## **Questions?**



## The Challenges and Successes of Web Archiving a Local Response to COVID-19

Ashley Shull, Archives and Special Collections Coordinator & Imani Carter, Web Archival Intern

## **Challenges**

- Scoping or selecting seeds
- Social media feeds
- Connecting Google Docs to their subsequent website using metadata description.
- Toll of collection on staff

### **Successes**

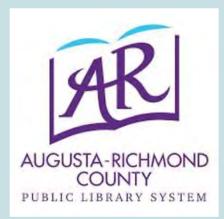
- GPLS Digital Internship
- Identifying new seeds/websites over a year later
- Working with Archive-It to ensure capture of dynamic sites, namely YouTube

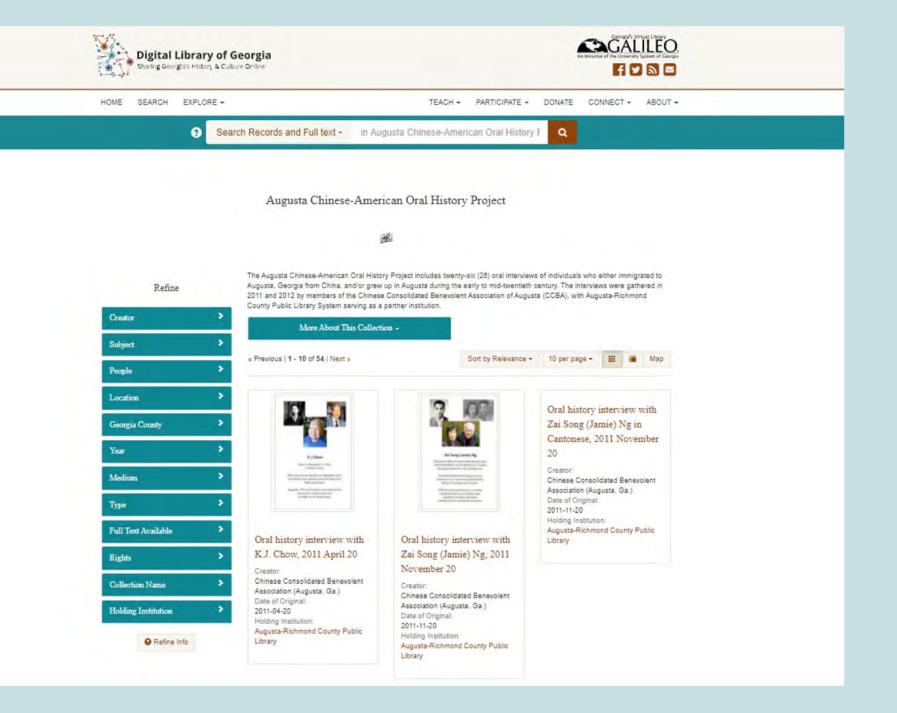
## **Final thoughts**

Contact Us: <u>ashull@athenslibrary.org</u> <u>icarter@athenslibrary.org</u>

### Augusta-Richmond County Public Library System

Augusta Chinese-American Oral History Project





## Chinese Immigrants in Augusta, Georgia



Photograph of K. Y. Joe in front of the Joy Young Cafe on Ninth Street, Augusta, Richmond County, Georgia, 1935.
Credit: Georgia Archives

Augusta Chronicle 5 November 1873 p. 4

Augusta Chronicle 14 November 1873 p. 2

#### Chinese Consolidated Benevolent Association (CCBA) of Augusta



Photograph of members of the Chinese Benevolent Association, Augusta, Richmond County, Georgia, 1925 Credit: Georgia Archives, Vanishing Georgia Collection CCBA Building in 2020 Credit: CCBA



Digitization of Augusta Chinese-American Oral Histories Digital Library of Georgia Subgranting Program



## Analytics New DLG Public Public Libraries

Augusta-Richmond County Library System

How is the Augusta Chinese-American Oral History Project Performing? Top 10 page titles viewed (items)

Page Title	Pageviews	Unique Pageviews
Augusta, Ga. : Lake View Park - Digital Library of Georgia	18	13
Funeral services for Mrs. Fannie Mae Williams Buckhanon, Thankful Baptist Church, Third and Walker Streets, Augusta, Georgia, Wednesday, August 7, 1974, 3:00 p.m., Rev. William Roundtree, Rev. N. T. Young, Sr Digital Library of Georgia	13	2
Oral history interview with K.J. Chow, 2011 April 20 - Digital Library of Georgia	10	5
Oral history interview with Gerald Chow, 2011 December 10 - Digital Library of Georg	9	5
In loving memory Dr. Julia Pearl Hamilton, sunrise, June 16, 1943, sunset, August 3, 2011, services held, Friday, August 12, 2011, St. Mary's Episcopal Church, 1114 12th Street, Augusta, Georgia, Rev. Andy Menger, officiating - Digital Library of Georgia	8	7
Photographs and short biography of Gerald Chow, Augusta, Georgia, 2011 - Digital Library of Georgia	7	2
Funeral services for the late Mr. Charles E. Appling, at Trinity C.M.E. Church, Rev. Gr over C. Jay, officiating, Monday, Oct. 29th, 1962, 4:30 p.m., interment - Ceder Grove Cemetery, Dent's - funeral director - Digital Library of Georgia	6	3
Homegoing celebration for Mr. Ernest Terrell Kyler, Sr., Saturday, May 5, 2012, 2:30 p.m., Beulah Grove Baptist Church, 1434 Poplar Street, Augusta, Ga 30901, Dr. Sam Davis, pastor - Digital Library of Georgia	6	5
Augusta Chinese-American Oral History Project - Digital Library of Georgia	ŧ	5 4

#### Top 10 page titles viewed (collection)

Page Title	Pageviews	Unique Pageviews
African American Funeral Programs from the Augusta-Richmond County Public Libr ary System Collection Items - Digital Library of Georgia	1,191	787
Augusta Chinese-American Oral History Project Collection Items - Digital Library of Georgia	118	67

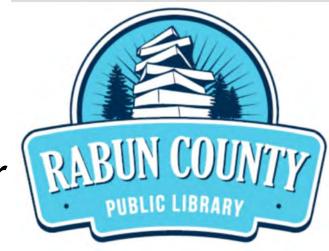
### Oh, Baby! A look inside Georgia's first maternity hospital through a digitized community scrapbook





Rabun County Health Department Dec. 1944

## Kim Cannon Program and Outreach Coordinator









We, in Robus County, are many jumps ahead of "State" thisking as we already have such a facility here. The State Health dept was very helpful to us homeaer, providing my special training at Frontier marine lervice in Nyden, Ky) my solarly, two inculsators doctors gowns, caps expensive instruments,



#### Maternity hospital scrapbook

Creator: Brewer, Josephine Kinman, 1910-1999 Date of Original: 1942/1991 Holding Institution: Northeast Georgia Regional Library System Rabun County Public Library

#### \* collection Maternity Hospital Scrapbook

Date of Original: 1942/1991 Holding Institution: Northeast Georgia Regional Library System Rabun County Public Library



## \* Collection Maternity Hospital Scrapbook

Date of Original: 1942/1991 Holding Institution: Rabun County Public Library

## Strong Community Support



Recent Gifts: A beautiful potted poinsettia from Mrs. Geo. Morse of Lake-From Mr. D. J. Smith, Lakemont, a dozen of eggs and a gallon of syrup. **Maternity Home Gifts Continue** To Come In " cont us With the committee doing a small amount of work, and just letting folks know what they are after, gifts for the Maternity Home continue to come in.



## Rabun County Maternity Home Built by Faith and Determination





## Better Care For Baby and Mother

#### VISITORS: Miss Margaret Harry, R. N., Warm Springs Miss Catherine Myers, a Red Cross Representative Mrs. Edgar Lambert, Elizab



We are pleased to note the accomplishments of the Maternity Home, as reported by Miss Kinman, the first of its kind in Georgia, and that its success has created the attention of people and organizations in the State and Nation and which has been given publicity thru National Magazines and daily newspapers.







#### Jo Kinman Brewer, RN







RABUN COUNTY HISTORICAL SOCIETY Mr. and Mrs. Harmon Deal of Clayton, announce the birth of twins on Nov. 19. The girl is Allie Ruth; the boy is named Ronald Allen.



#### <u>Mrs. Eula Deal</u>, started out at the Maternity Hospital and worked for years, on into the time when the Rabun County Memorial Hospital (built with Hill-Burton funds in 1951) absorbed the OB work of the Maternity Hospital into its own building in 1952.She Coclimated on at the new general hospital for many more years.



Judge Who Brought Books to Rabun County Wins a National Tribute for His Work BY CELESTINE SIBLEY 1947 (?) JUDGE FRANK A SMITH, son et a Methodist stopping at remote farm houses where neighbors







#### For more information

Kim Cannon, Program and Outreach Coordinator

**Rabun County Public Library** 

kcannon@negeorgialibraries.org



## **The Codex:** Digital Projects Showcase @ GALILEO Annual Conference

June 15, 2021

## [play video]



## **Contact Info:**

## Geri Lynn Mullis *Director* Marshes of Glynn Libraries <u>gmullis@glynncounty-ga.gov</u> 912-279-3740





of Glynn LIBRARIES

# Thank you.