



QUEENS PUBLIC LIBRARY

We speak your language.

[QueensMemory.org](http://QueensMemory.org)

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COLLEGE

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**QUEENS MEMORY**

**PRESERVING YOUR  
PERSONAL HISTORY**

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Gladys and John Weaver's wedding in 1947  
Donated by Gladys Weaver



(From above)  
**Inez Lewis, Sinclair Lewis, and Ethel Gomez circa 1960**  
Donated by Inez Lewis

**Teens on 41st Street in 1952**  
Donated by Leonore Lanzillotti

**The Lee Family in July 1965**  
Donated by Norma Lee



## QUEENS MEMORY

Queens Memory is an ongoing community archiving program supported by Queens Public Library and Queens College, CUNY. Our team provides training and materials for anyone wishing to contribute oral history interviews, photographs or other records of their neighborhoods, families, and communities. These materials get a permanent home in the Archives and are shared back with the public online and in events and exhibitions. To learn more, visit [QueensMemory.org](http://QueensMemory.org).

## CONTACT US

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## DIGITIZING YOUR PHOTOS AND DOCUMENTS

You may have physical photos and documents that you want to share with your friends and family. With a computer and scanner, you can digitize these materials at home! Here are some quick tips for getting a good digital copy of your material:

1. Make sure that the scanner is free of any dust or lint.
2. DPI (Dots Per Inch) affects the image quality. A higher DPI creates a more detailed image. Our recommended settings are:
  - Photos and documents: 300 dpi
  - To enlarge photos and documents: 600 dpi
  - Photographic slides and negatives: 1,800 dpi
3. Save the files as TIFF or high-quality JPEG.
4. Give your digital file a meaningful name, and create a backup!



Teri Graham on her tricycle in August 1962  
Donated by Teri Graham



Everyone has materials that hold important personal meaning and tell significant stories about their lives.

These materials can include photographs, documents, videos, and audio recordings. They are often unique and contain information that may be difficult or impossible to replace. Digital materials are fragile, and require special care to keep them accessible in the future. New technologies, outdated file formats, and the failure of computers and hard drives can make it difficult to access older content.

**FOLLOW THIS  
STEP-BY-STEP  
GUIDE TO  
LEARN ABOUT  
HOW TO KEEP  
YOUR DIGITAL  
MATERIALS SAFE!**



## STEP-BY-STEP GUIDE

### STEP 1 IDENTIFY MATERIALS

- Identify all the places where photos, documents, video, and audio are located.
- Check for materials on computers, cameras, phones, flash drives, CDs, DVDs, and on the Internet.

### STEP 2 IMPORT MATERIALS

- Import materials that are not already on your computer.
- Choose the highest quality version, and import an exact copy.
- Use Windows Explorer (PC) or Image Capture (Mac).

### STEP 3 DECIDE WHAT IS IMPORTANT

- Pick the materials that are most important (this can be a few or many).
- Delete files that aren't meaningful.
- If there are multiple versions of a file, keep the one with the highest quality.

### STEP 4 ORGANIZE

- Give files and folders descriptive names, including keywords and dates (yyyymmdd).
- Choose an organization system that makes sense to you, and be consistent.

### STEP 5 STORAGE & BACKUP

- Make at least two copies of your files. One copy can stay on your computer, and the second can be put on a portable hard drive, flash drives or in Cloud storage.
- If possible, store copies in different physical locations.
- Make new copies every five years (due to obsolescence of technology).

### STEP 6 LONG-TERM PRESERVATION

- Engage your family and friends in the project.
- Consider donating your material to your local public library, college or historical society.

Natalio Tabaco created elaborate albums documenting his life, home, and family during his retirement. This page of one album includes a number of photographs from the Tabaco family's year long trip to the Philippines in 1966.

