

Proposal For

**Long Beach Public Library
Ruth Bach Branch**

Community Heritage Project



4055 North Bellflower Boulevard

Long Beach, CA

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Proposal for Long Beach Public Library Ruth Bach Branch Community Heritage Digitization Project

Background Mission & Statement

The Ruth Bach Neighborhood Library Branch located at 4055 Bellflower Boulevard, Long Beach, CA 90808 and was established in 1957 and first opening in February 1958. The Ruth Bach Neighborhood Library was named for Long Beach's first Councilwoman.

The Long Beach Public Library Mission Statement states that the Long Beach Public Library is committed to meeting the information needs of our culturally diverse and dynamic population by providing quality library service through a **staff that is responsive, expert** and takes pride in **service**; by offering a wide selection of resources and materials representing all points of view; and **supporting lifelong learning, intellectual curiosity**, and free and equal access to information¹.

Statement of Need

Within the Long Beach community there exists many from our senior or older community who have a wealth of historical and family still photographs, which are tucked away in homes, boxes and garages. In most instances, these photographs deteriorate or go unshared with family members due to the lack of knowledge in how to scan and share digital records. Teaching these loyal patrons the technology to preserve and share their family heritage would allow the Long Beach Public Library to participate in assisting the community with the opportunity to widely share and preserve their important histories through the digitization of items such as photographs. We believe that this service project would meet the Mission Statement of Long Beach Public Library by providing a lifelong learning skill as well as responsive and expert service.

Project Summary

To create a program which will allow the Long Beach Public Library to make computers and scanners available to patrons in the North Long Beach community which, through the assistance of volunteers and/or staff will provide a way for patrons, specifically

¹ "LBPL Website - Mission Statement." LBPL Website - Mission Statement. 2000. Accessed October 07, 2016. http://www.lbpl.org/info/about/mission_statement.asp.

members of the senior community and those without access to the technology at home, to digitize personal photographs for sharing electronically and for personal archiving.

Community Objective

To create an atmosphere of learning which allows the senior community and patrons without access to technology to feel comfortable with using computer and scanner technology to convert still photographs into digital format allowing the patron to have a digital form for family and meaningful photographs to share electronically and for personal archiving.

Goals

Goal #1: Educate seniors and other patrons with how to use a windows-based computer to digitize family photographs for safe keeping and sharing.

Goal #2: Educate seniors on how to save the digitized images to tangible media (i.e. flash drive) or the cloud (i.e. Google Drive or Dropbox).

Goal #3: Assist seniors with creating a Gmail account, if necessary to facilitate saving to the cloud (i.e. Google Drive or Dropbox).

Evaluation Plan

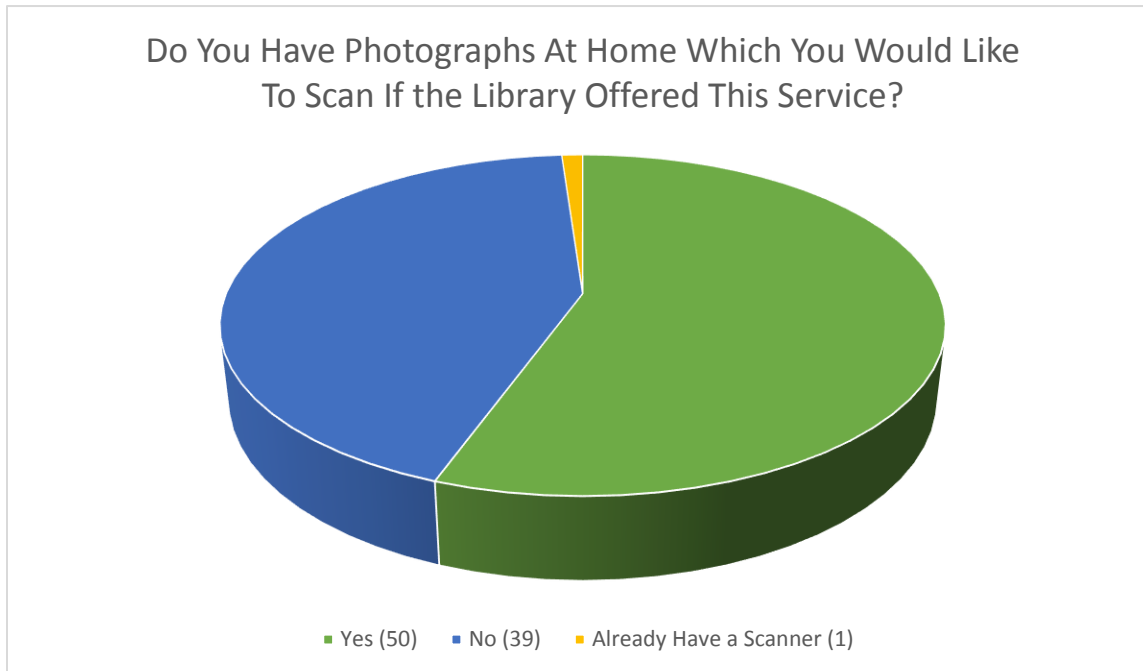
Conduct and pre and post program knowledge survey to participants. Track the number of patrons who would use the program. Our objective is to create a permanent program for the community at the Ruth Bach branch location.

Pre-Program Survey Results

We conducted a paper survey to patrons who visited the Ruth Bach Branch. A print survey was conducted among 91 patrons with mixed results. Out of 91 participants, 50 patrons answered “yes” that they have photographs at home that they would like to digitize while 39 answered “no” with 1 write-in of, “I already have a scanner.” The program will be evaluated at the end of each year in order to compile use statistics, address key issues, lessons learned, improvement suggestions and usefulness.²

² See “Library Survey for Programming” attached in Addendum.

Chart 1 – Library Programming Survey Results



Benefits to Patrons

- Patrons will gain the ability to preserve meaningful photographs in a digital format
- Patrons will achieve the ability to share digitized photos electronically
- Patrons will learn to organize and retrieve digitized photos
- Patrons will acquire beginner to intermediate level computer skills.

Benefit to Staff and Volunteers

Implementation of this program will allow Long Beach Public Library to provide on the job training of specific digitization and technology skills to staff including digital preservation, handling of archival photographs, all phases of scanning still images and saving to cloud or tangible media.

Funding Request

We are requesting to purchase a color scanner with the capability of scanning photos, film, negatives and documents. We are also requesting the purchase of Adobe Photoshop Elements 14 (latest version) in order to assist patrons with post-scan editing such as cropping, color correction and saving in useable formats.

The digitization station would also need a desktop computer, monitor, mouse, keyboard and mousepad. It would be ideal to obtain a new computer station, but in order to keep the overall monetary cost low for Long Beach Public Library and to allow this project to move forward for the community, we are willing to use a Long Beach Public Library repurposed computer which would include the monitor, keyboard and mouse.

Additionally, Long Beach Public Library currently has licenses for both Adobe Photoshop and Photoshop Elements which may be used for the Bach location depending on the amount of licenses to which LBPL has access.

If there is an additional software license which could be used, or perhaps a downloadable version from Adobe Creative Cloud Educational Account, this would bring the overall cost to LBPL down to approximately \$200.00.

Table 1 – Expected Expenses

#	Item	Amount
1	Epson Perfection v600 Color Photo, Film, Negative & Document Scanner	\$199.99
2	Adobe Photoshop Elements 14 software	\$99.99
2	Dell desktop computer	LBPL repurposed computer
3	22" Dell monitor	LBPL repurposed monitor
4	Dell mouse	LBPL repurposed mouse
5	Dell keyboard	LBPL repurposed keyboard
6	LBPL Mousepad	\$0.00

Additional Needs

We will require one 3-hour training session for our library staff. Ideally this person would be existing LBPL staff who has experience and knowledge with digital formats, digitization, and experience working with the local community and prior time training users at all levels. This person will be needed to train staff on how to use computers, scanners, software and how to follow scanning workflow protocol for each patron who comes in for this project. Technical support will be needed for equipment and software installation as well as computer and software fail/error issues as needed.

Addendum

Library Survey for Programming

1. Do you have photographs at home?

- Yes
- No
- If no, thank you for your time.

2. Would you like to save the photographs in digital format to share with family & friends?

- Yes
- No

3. Would you be interested in a library program that helps you save your photographs?

- If Yes, may we contact you? Name: _____ Contact: _____
- If No, Thank you for completing our survey.

4. What days and times are best for you to attend programs?

	Morning -	Afternoon -	Evening -	Not at all
Tuesday	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Wednesday	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Thursday	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Friday	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Saturday	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

5. Do you have any additional comments regarding programming at the Library?

Thank you for completing our Library survey.

Reference Interview for Community Heritage Project

These reference questions assume that the patron is already interested in the program and wishes to digitize images.

Determine if the patron wants to share the images online (email and/or social media).

Q: Are you digitizing your photographs today so that you can share them with family, friends or on social media?

- Yes.

Determine if the patron wants to share the images online.

Q: Since you are wanting to share these photos online or on social media, do you have an email address?

- Yes.

Q: What is your email address? (Assess if it is Gmail, yahoo or other).

If Gmail, simply go to <http://drive.google.com> and sign in.



Proceed to scanning instructions.

If the patron DOES NOT have an email account.

Q: In order to share the digital version of these photographs through email or social media you may want to have an email address. Would you like me to assist you with creating one?

- Yes (proceed to creating a GMAIL account and then go to <http://drive.google.com>).



Proceed to scanning instructions.

If the patron DOES NOT want to create an email account.

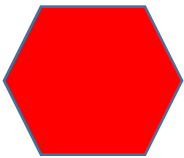
Suggested response: That's OK, I just want to inform you that you won't be able to share these digital images on social media or be able to email them if you do not have an email address. However, you can give them to your family in person if they bring over a laptop or if you have a friend or grandchild who is tech savvy and can help you. All you will need is a flash drive or a laptop. Do you have one?

- No.

Suggested response: That's OK. Do you know what a flash drive is?

- No.

Suggested response: No problem, just let me show you what a flash drive looks like (provide them with a take-home copy of a print-out showing what a flash drive looks like so they can take it with them to a local electronic store if they wish to purchase) [attached].



Do Not Proceed With Scanning

If the patron DOES NOT want to create an email account but DOES have a flash drive or laptop.

Suggested response: Great! You can simply scan your images here, then save them to your flash drive or laptop. Then, if you have WiFi at home you can share them electronically through mail or social media. Or you can use our WiFi at any of our branches using your library card. You can also share the images using the flash drive, or bring it to a photo printing station at Walmart or Target to print copies. There is someone there who can help you with that process.

Determine patron's level of experience using a computer or scanner.

Q: Have you ever used a computer or scanner?



Proceed with scanning instructions and tailor to their experience level.

Digitize Your Family Photos in 10 Easy Steps!

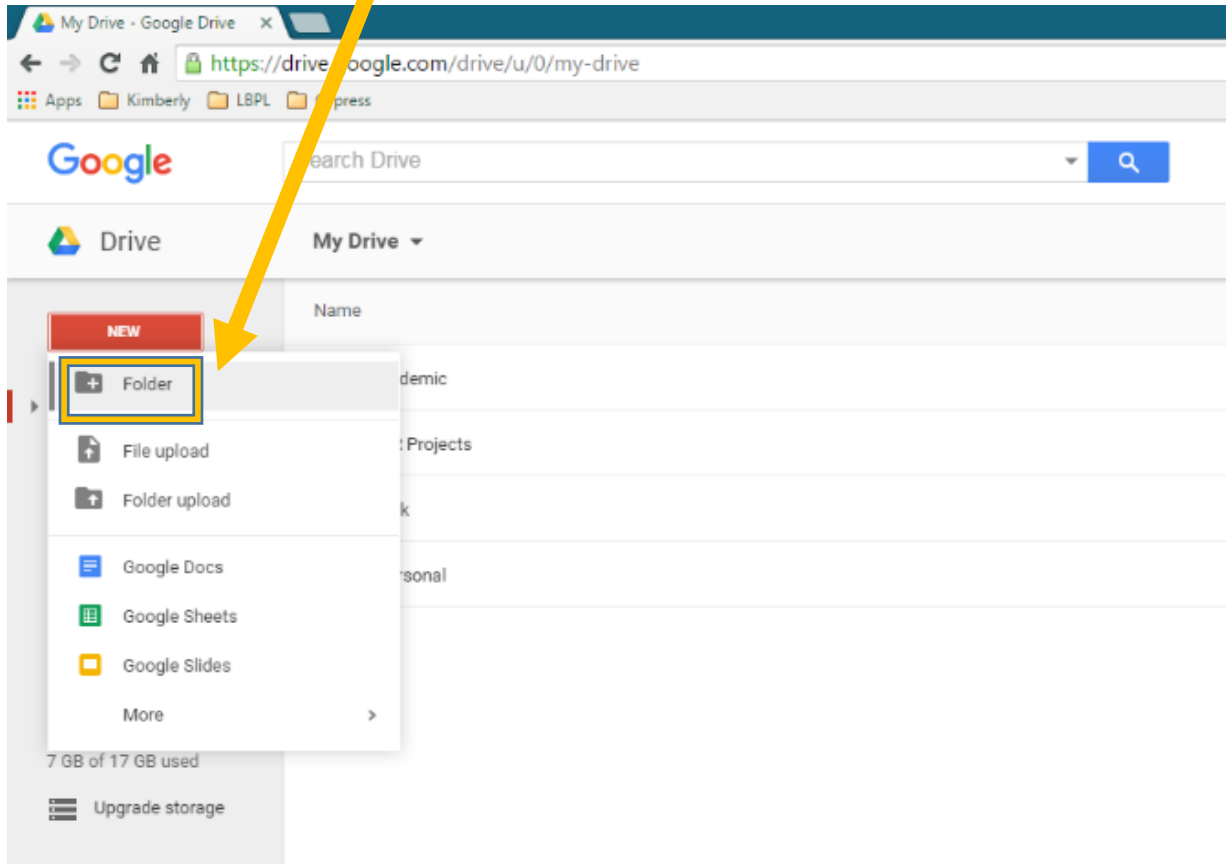
Use these instructions to help patrons reformat a still photograph to digital format.

- 1) Remove your photograph from its housing (frame, folder, envelope, etc.)
- 2) Make sure the scanner is turned ON.
- 3) Open folder on computer desktop entitled, **Community Heritage Project** and create a folder using the patron's first and last name (Ex: Jackson, Kimberly).
- 4) Double-click the EPSON scanner program on the computer desktop.
- 5) Verify that scanner settings are always set to:
 - a. **Resolution:** 600 ppi (pixels per inch)
 - b. **Format:** JPEG (common format for web sharing)
 - c. Make sure that the **Save To** folder is set to the patron's desktop folder.
- 6) Make sure that scanner glass is clean by wiping down with clean rag.
- 7) Place photograph face-down at the corner of scanner glass and close lid.
- 8) On your computer screen, click **SCAN**.
- 9) While image is scanning, do not open scanner cover, touch keyboard or use the mouse.
- 10) Once the image is finished scanning, browse to the desktop folder entitled, **Community Heritage Project**, and verify that the image saved to the patron's folder (Ex: Jackson, Kimberly) and name each digital image with description if possible such as, "Robert Kruse with puppy 1979."

Upload your Digital Images to the Cloud

Use these instructions to help patrons upload digital images to Google Drive.

- 1) Sign into <http://drive.google.com> using patron's Gmail account.
- 2) Click on **New > Folder**



- 3) Name new folder "Family Photos"
- 4) Save all digitized photos to this folder.

Download Your Digital Images at Home!

Use these instructions for when you want to download your digital images from Google Drive to share via email or social media.

- 1) Turn on your computer.
- 2) Go to your computer desktop and create a new folder called, "Family Photos"
- 3) If you are connected to the Internet, go to your browser (**Example:** Chrome or Internet Explorer)
- 4) In your browser bar, type in <http://drive.google.com> and hit ENTER.
- 5) Sign in using your GMAIL address.
- 6) Find the folder you created at the library.
- 7) Double-click (click twice) on that folder to open it.
- 8) Use your computer to hold down the keys, CTRL and "A" at the same time (this is the **select all** feature).
- 9) All of your image will be selected and highlighted in blue.
- 10) On the selected/blue area, use your mouse to right-click.
- 11) Go to **Download**.
- 12) Find your "**Family Photos**" folder on your desktop.
- 13) Click **Save**.

Great news!

Your digital photographs are all now saved to your home computer and are ready to be shared online or over email! ***Important!** For your protection, when sharing images online, do not share personal information such as your social security number, birth date or full names.*

Share Your Digital Photographs on Facebook!

- 1) Turn on your computer.
- 2) If you are connected to the Internet, go to your browser (**Example:** Chrome or Internet Explorer)
- 3) In your browser bar, type in www.facebook.com and hit ENTER.
- 4) Sign in using your login and password.
- 5) Go to your profile and click on **Photos**.
- 6) Click on **Create a New Folder** and name it whatever you wish (ex: Jackson Family Photos).
- 7) While in that new folder, click on **Upload Images**.
- 8) Navigate to your computer Desktop where you will find your “Family Photos” folder and all of your digitized images.
- 9) Click on any white space you see, making sure to not select anything.
- 10) Hold down CTRL and A to select all of your images.
- 11) Hit ENTER.

Great news!

Your digital photographs are all now saved to your Facebook photos for your friends and family to see!

***Important!** For your protection, when sharing images online, do not share personal information such as your social security number, birth date or full names.*

References

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