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Personal Digital Archiving

Jeremy Myntti
BYU Library

Philbrick, Mark A. (2007) "Harold B. Lee Library, Brigham Young University."
https://commons.wikimedia.org/wiki/File:Harold_B._Lee_Library.jpg
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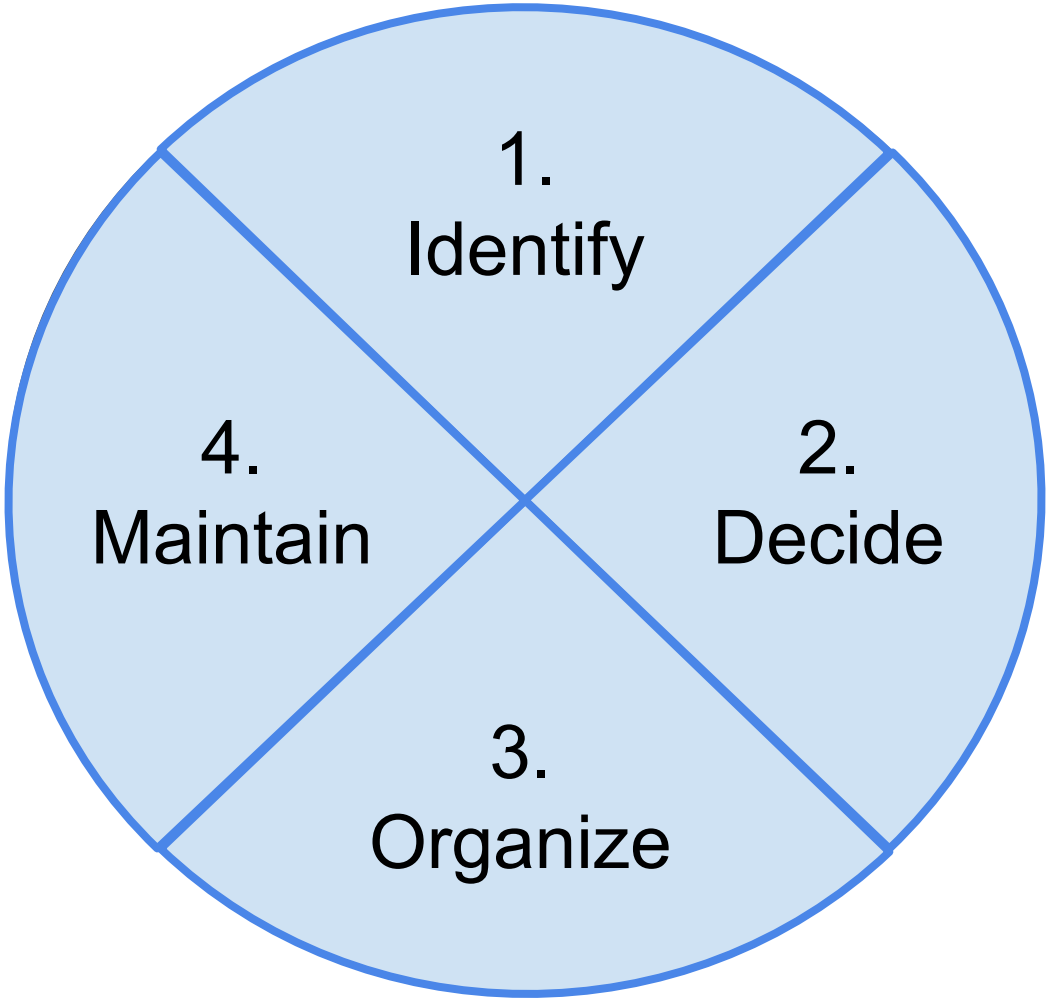
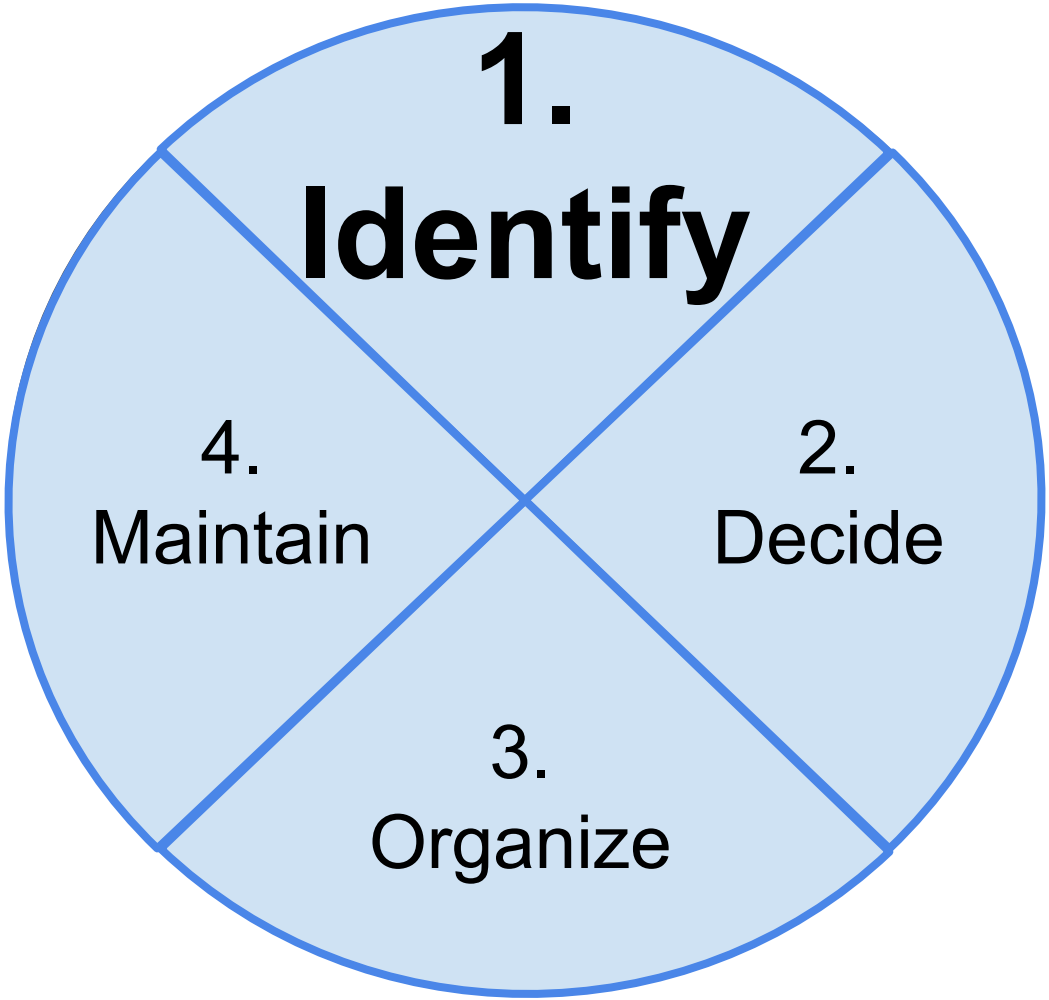
Personal Digital Archiving

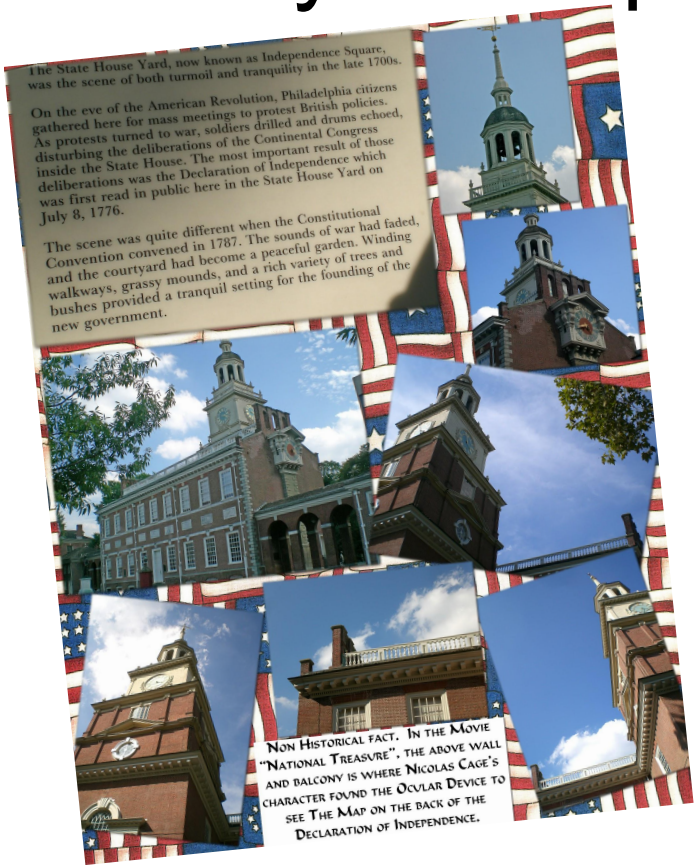
2021 This Is What Happens In An Internet Minute


1.
Identify
2.
Decide
3.
Organize
4.
Maintain


1.
Identify
2.
Decide
3.
Organize
4.
Maintain

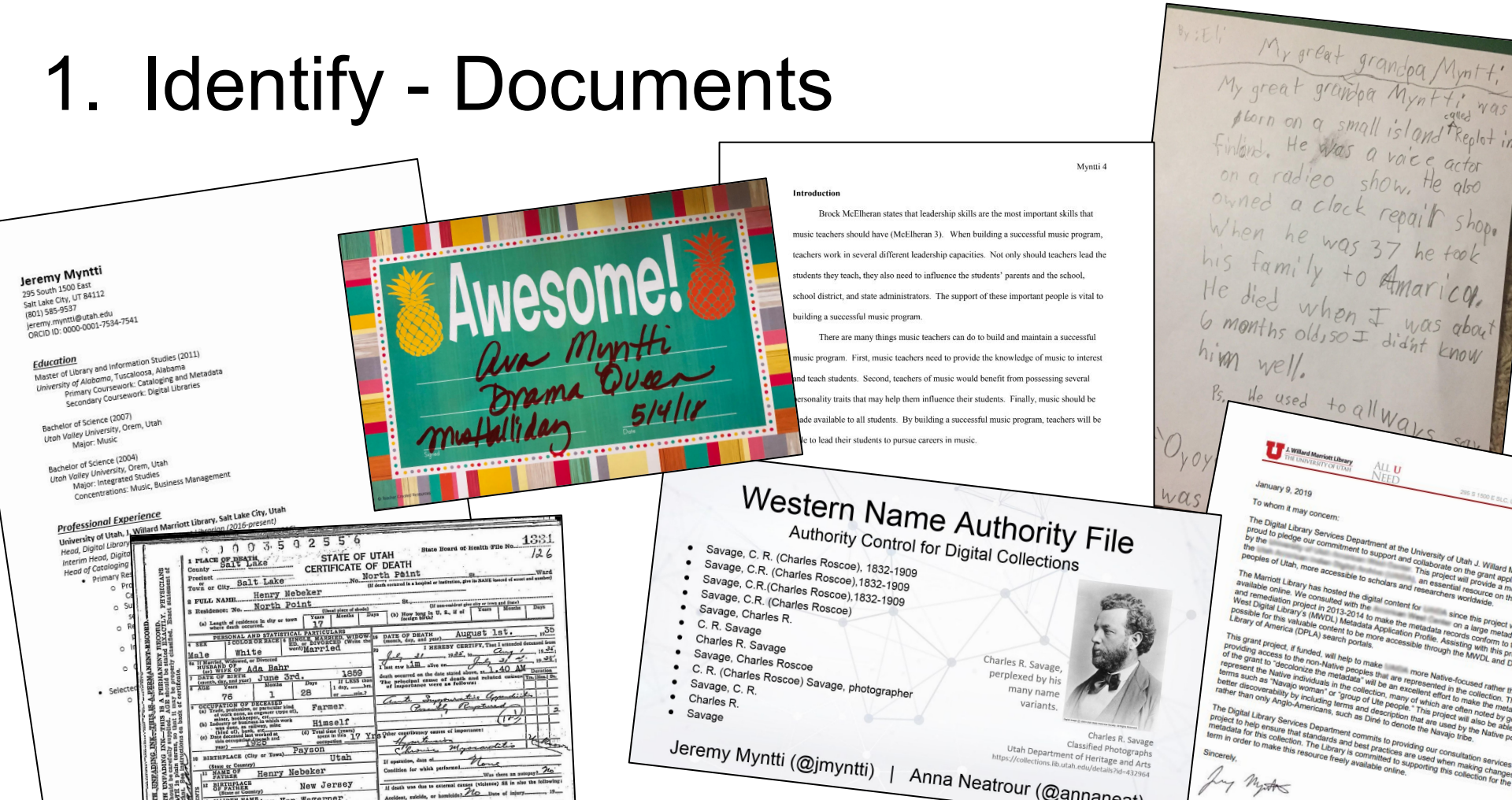
1. Identify - Photographs

1. Identify - Scrapbooks

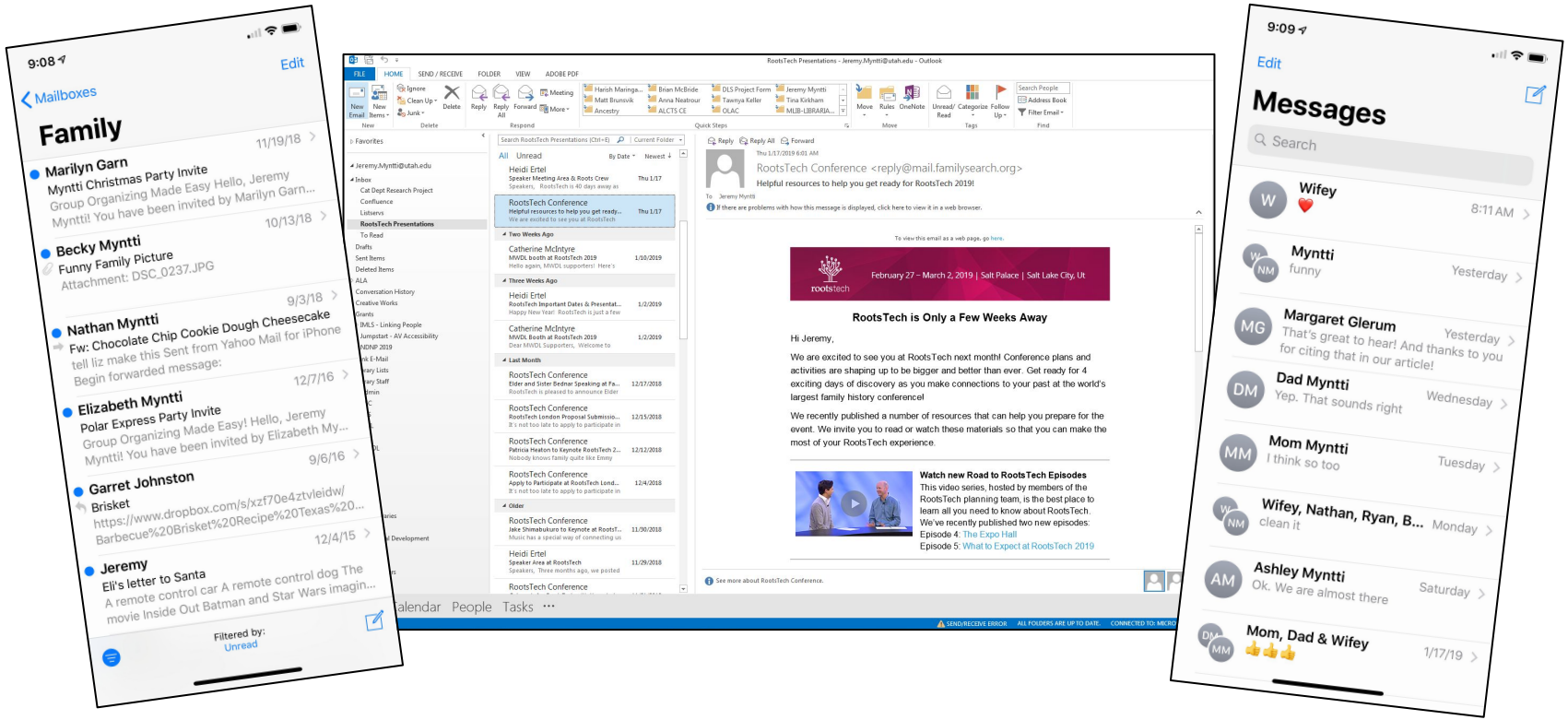


1. Identify - Audiovisual

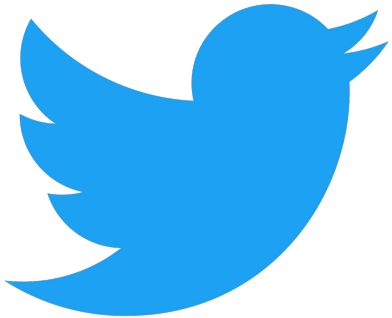
1. Identify - Documents

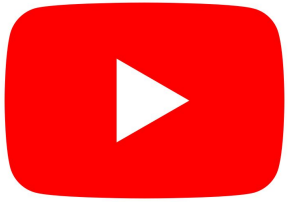


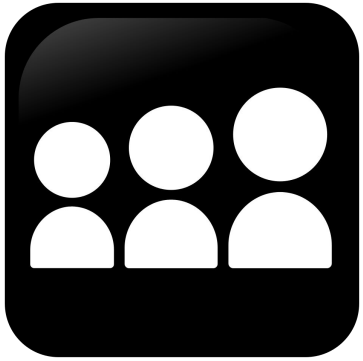
1. Identify - Email and Text Messages



1. Identify - Social Media / File Sharing







1. Identify - Websites

Google

GeoCities

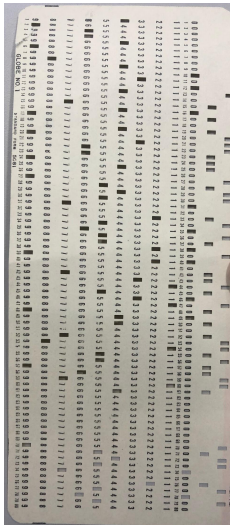
weebly

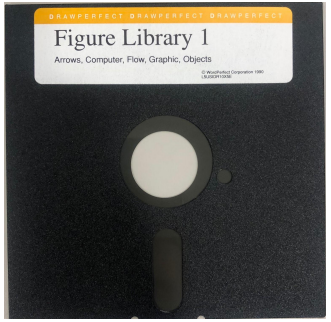
WIX.com

1. Identify - Where's my Data?

1. Identify - Where's my Data?

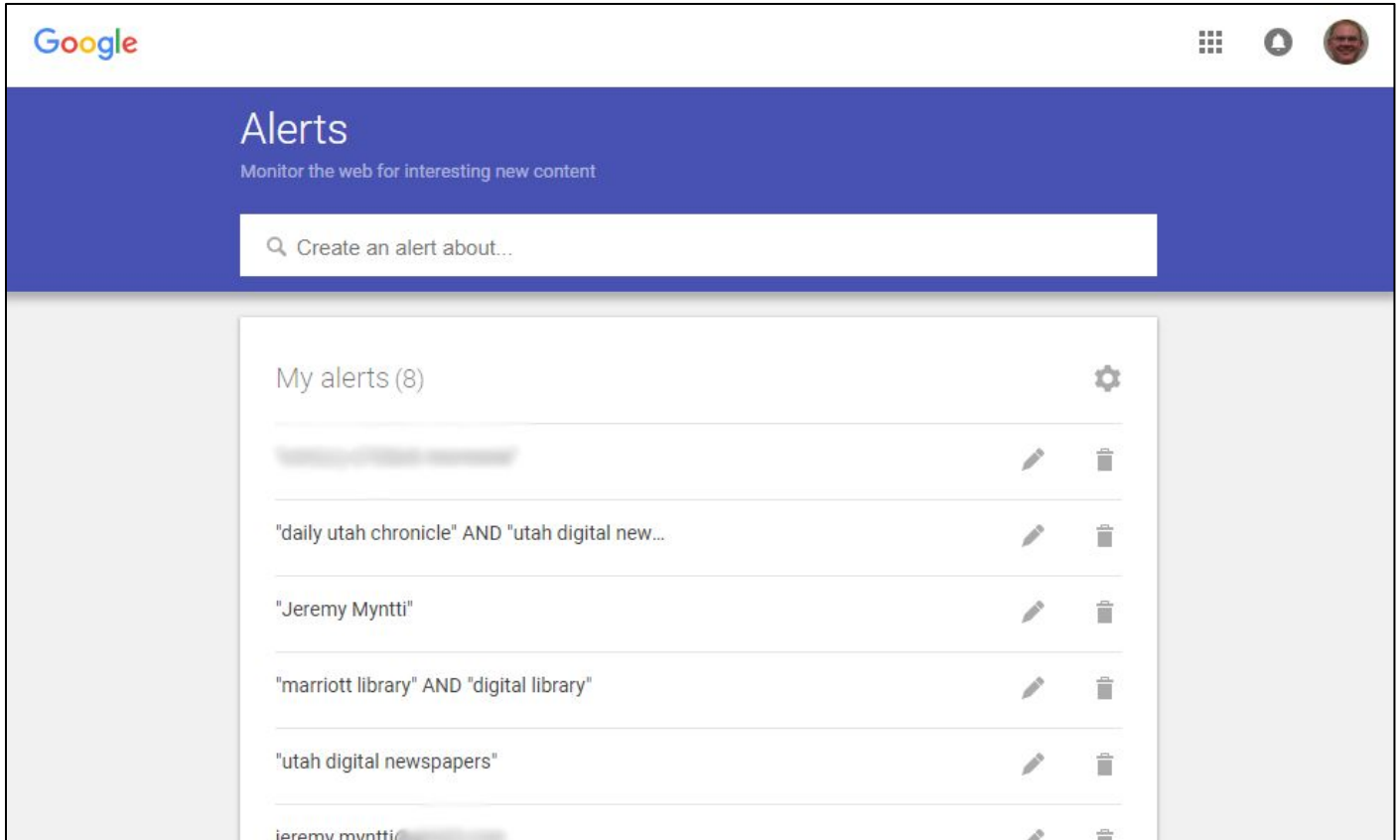
1. Identify - Where's my Data?



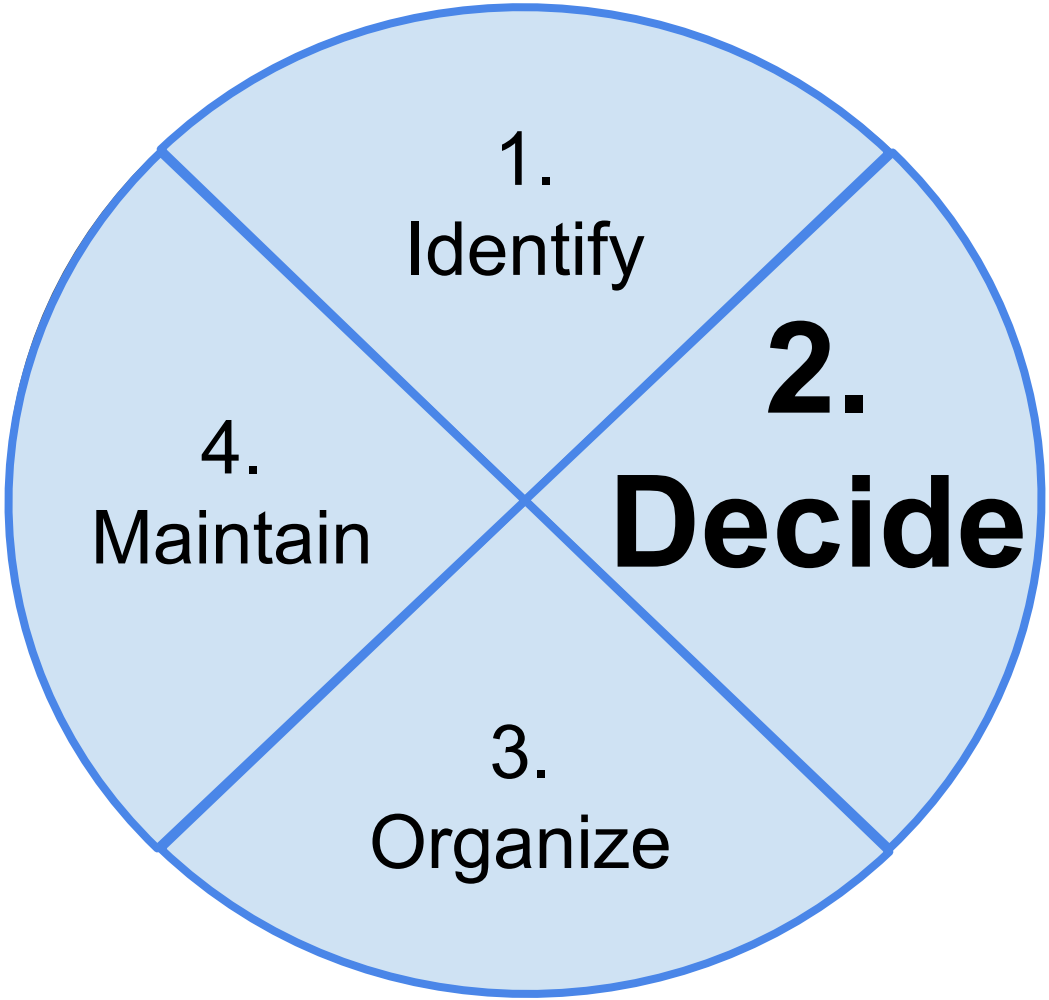


1. Identify - Resources for Digitization

1. Identify - Google Alerts



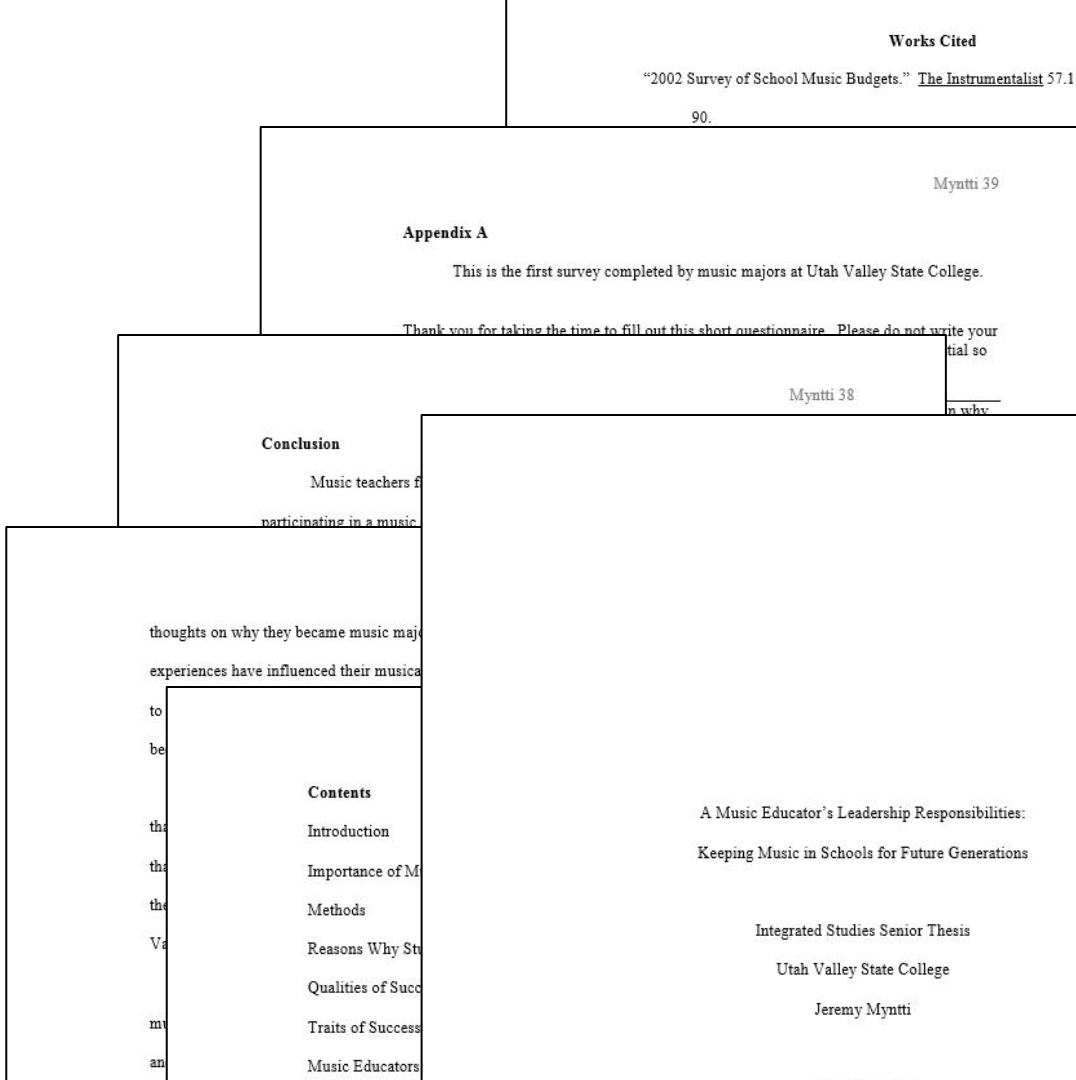
1. Identify - Cloud Storage


1.
Identify
2.
Decide
3.
Organize
4.
Maintain

2. Decide - Versions

2. Decide - Drafts

Thesis_draft1.wpd
Thesis_draft2.wpd
Thesis_draft3.wpd
Thesis_draft4.wpd
Thesis_draft_final.wpd
Thesis_final.wpd
Thesis_final.doc
Thesis_final.docx
Thesis_final.pdf



Works Cited

"2002 Survey of School Music Budgets." The Instrumentalist 57.1

90.

Myntti 39

Appendix A

This is the first survey completed by music majors at Utah Valley State College.

Thank you for taking the time to fill out this short questionnaire. Please do not write your

tial so

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Conclusion

Music teachers f

participating in a music

thoughts on why they became music maj

experiences have influenced their musica

to

be

Contents

Introduction

Importance of M

Methods

Reasons Why St

Qualities of Succ

Traits of Success

Music Educators

A Music Educator's Leadership Responsibilities:

Keeping Music in Schools for Future Generations

Integrated Studies Senior Thesis

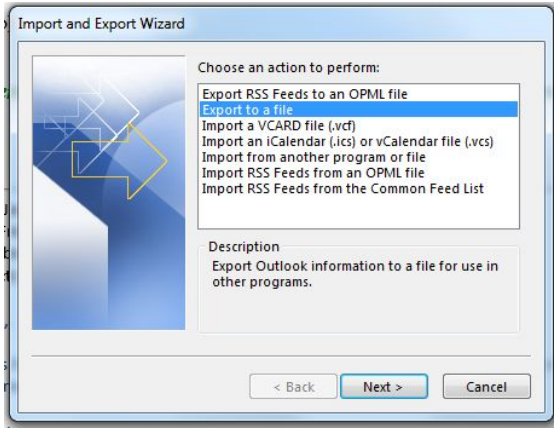
Utah Valley State College

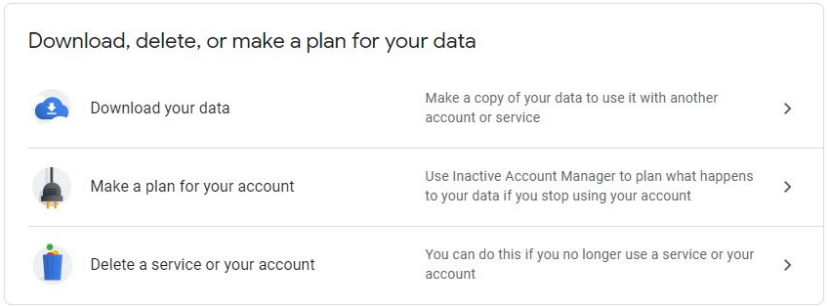
Jeremy Myntti

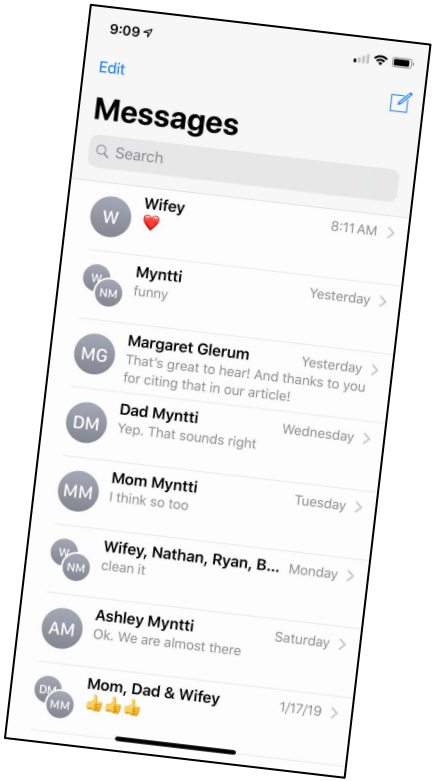
2. Decide - Formats

AI	DOCM	HTML	ME	PBM	PSP	TSV	XLS
ANS	DOCX	ICO	ODG	PCX	RAW	TXT	XLSB
ASC	DOT	JP2	ODM	PDF	RTF	VND	XLSM
BMP	DOTX	JPG	ODS	PICT	SHOW	WPD	XLSX
CSV	EPS	JPS	ODT	PNG	STW	WPS	XLT
DBK	EPUB	KEY	OTP	PPT	TAB	WPT	XML
DJVU	GDOC	LOG	OTT	PPTX	TGA	WRD	XPS
DOC	GIF	MD	PAGES	PSD	TIFF	WRI	ZIF

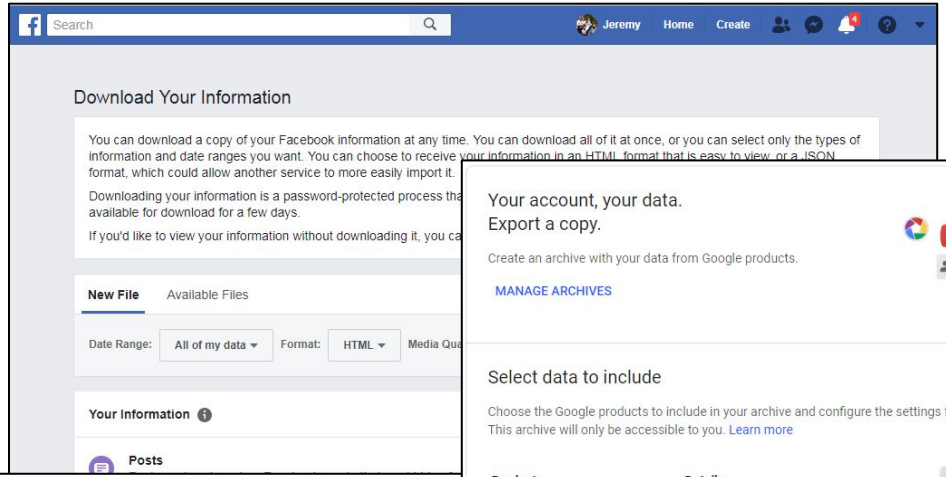
2. Decide - Export Email / Texts

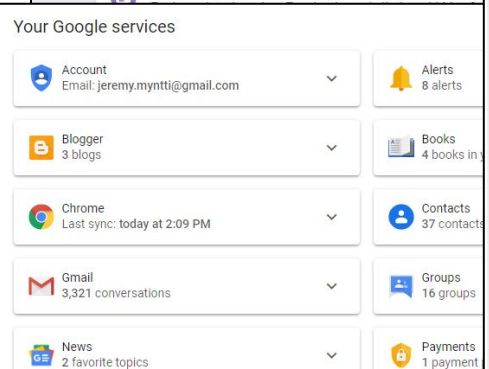


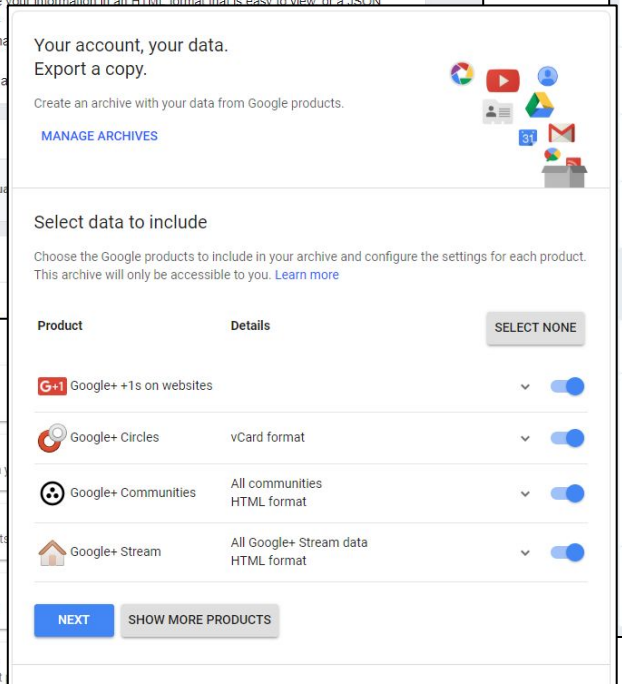


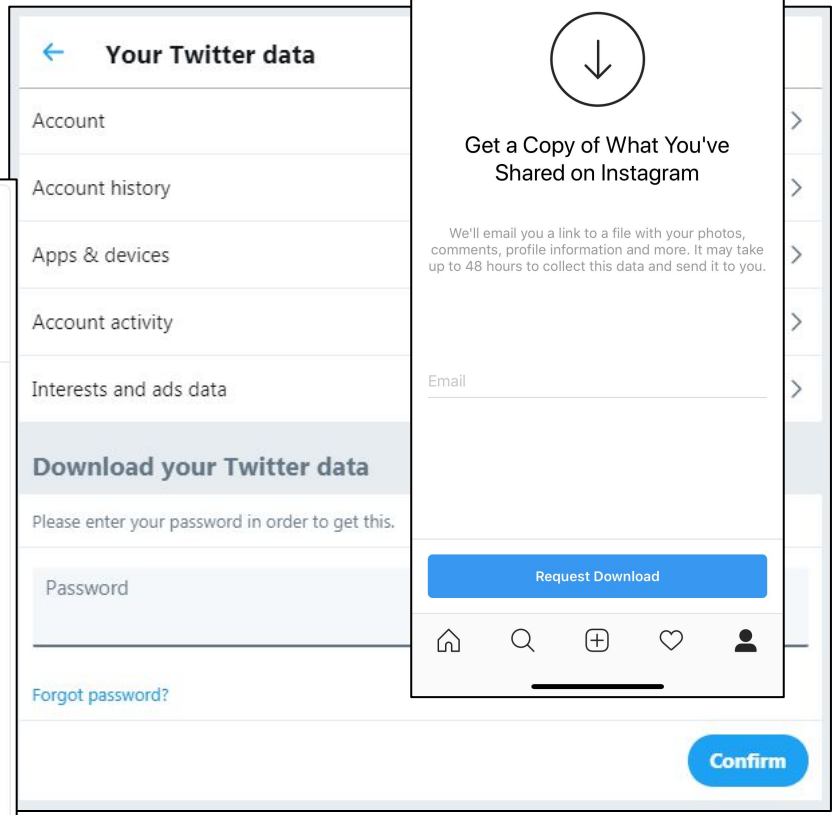


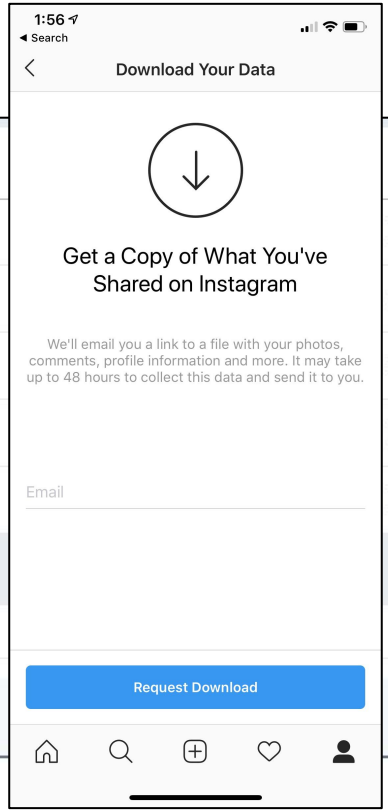
2. Decide - Export Social Media



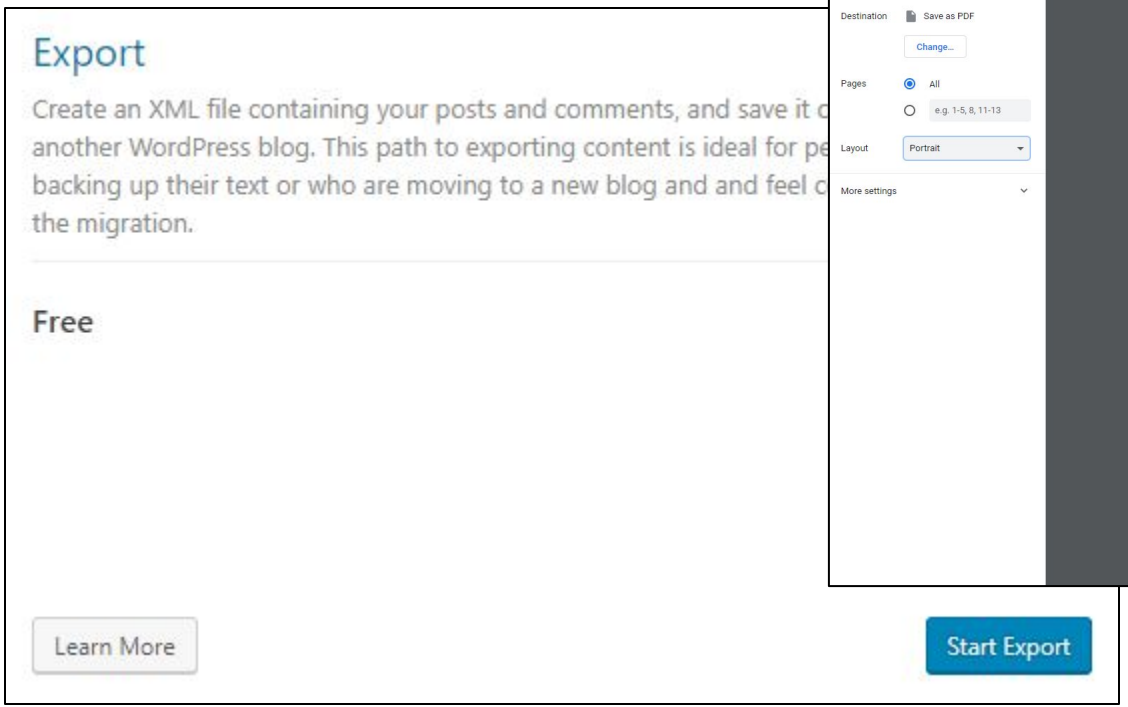


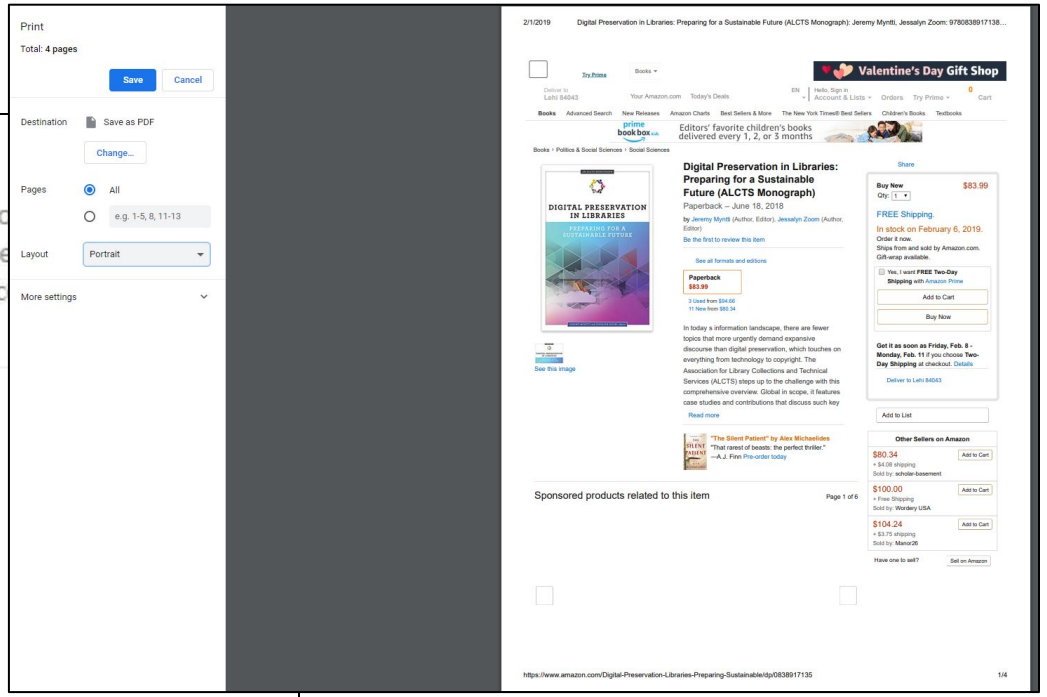




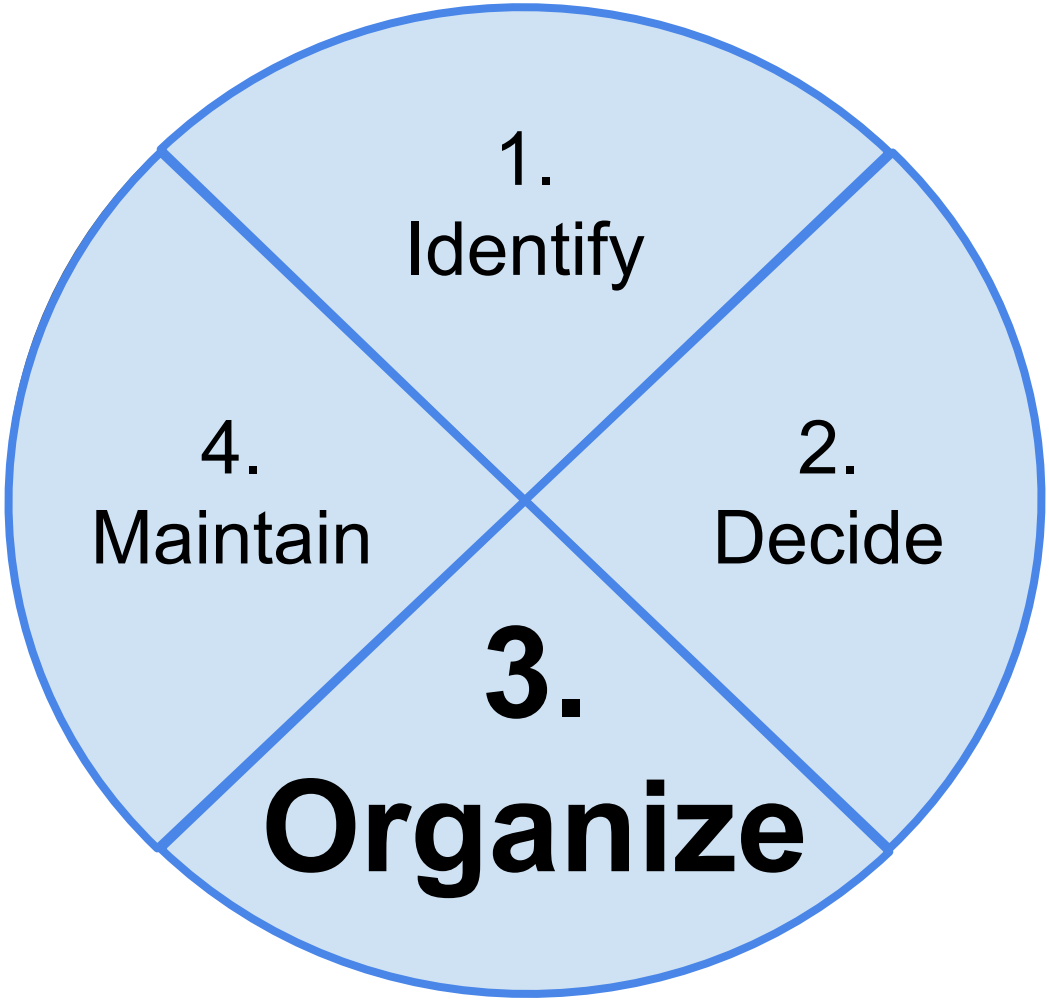


2. Decide - Export Websites

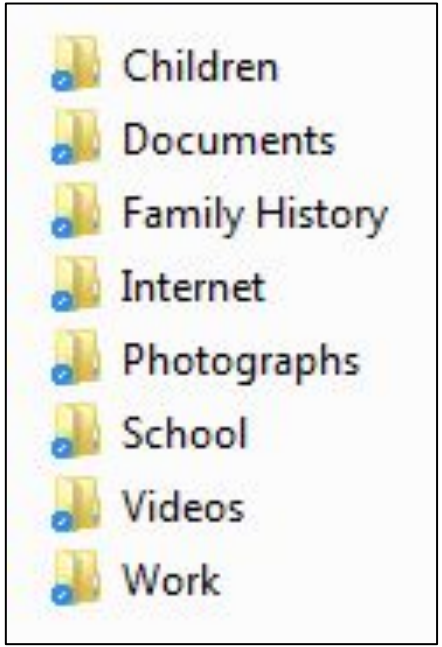


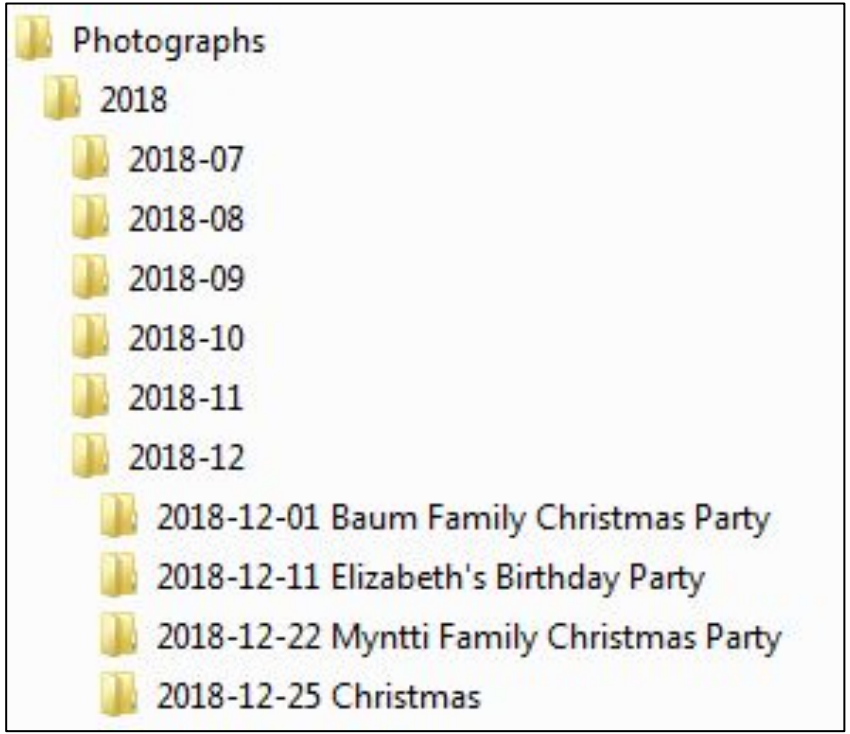


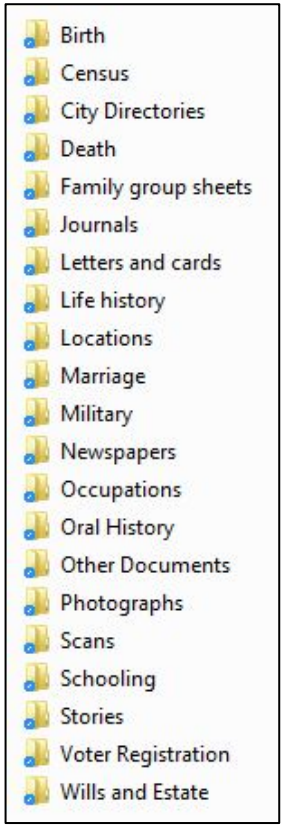
2. Decide - Privacy Issues


1.
Identify
2.
Decide
3.
Organize
4.
Maintain

3. Organize - Directory/Folder Structure







3. Organize - Filenames

- Be descriptive
- Don’t be generic
- Be consistent
- Use an appropriate length
- Do what makes sense to you
- Do what can be understood by others

3. Organize - Filenames

- Use letters, numbers, and hyphens/underscores
  - A-Z a-z 0-9 - _

- Assume other special characters won’t work
  - ! @ # $ % ^ & * { } , ? ’ ; ” : ~ ` | \ / < >

3. Organize - Filenames

- Avoid spaces
  - Use dashes or camelCase
  - myntti-jeremy-j or MynttiJeremyJ

- UPPERCASE vs. lowercase
  - Myntti-Jeremy-J
  - myntti-jeremy-j
  - MYNTTI-JEREMY-J

3. Organize - Filenames

- Zero-pad sequential numbers
  - 0001, 0002, 0003, 0010, 0100, 0101
  - NOT 1, 10, 100, 101, 2, 3

- Use standardized dates
  - YYYY-MM-DD or YYYYMMDD (2019-03-01)

3. Organize - Filenames

- Use some descriptive text
  - YvonneOlsonScrapbook
  - Doyce-Shepherd_high-school-graduation
  - Myntti_letter-to-Baum_2007-02-14

3. Organize - Filenames

Good examples:

- 1965_YvonneOlsonScrapbook_0061.tif
- 2004-08-08_Myntti-thesis.docx

Not so good examples:

- 2019-02-28 08.20.20.jpg
- photo1.tif
- March 1, 2019 - scan.jpg
- Final final draft (revised) 3.pdf

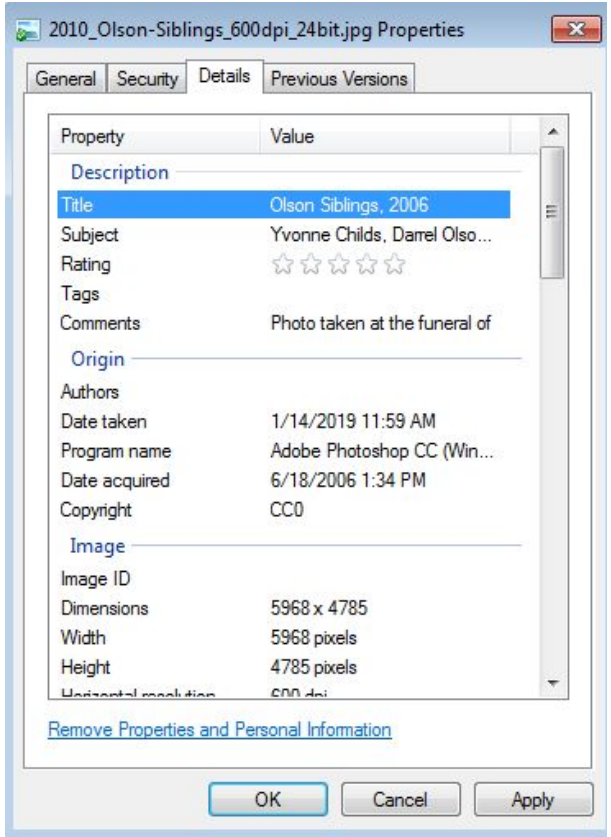
3. Organize - Open File Formats

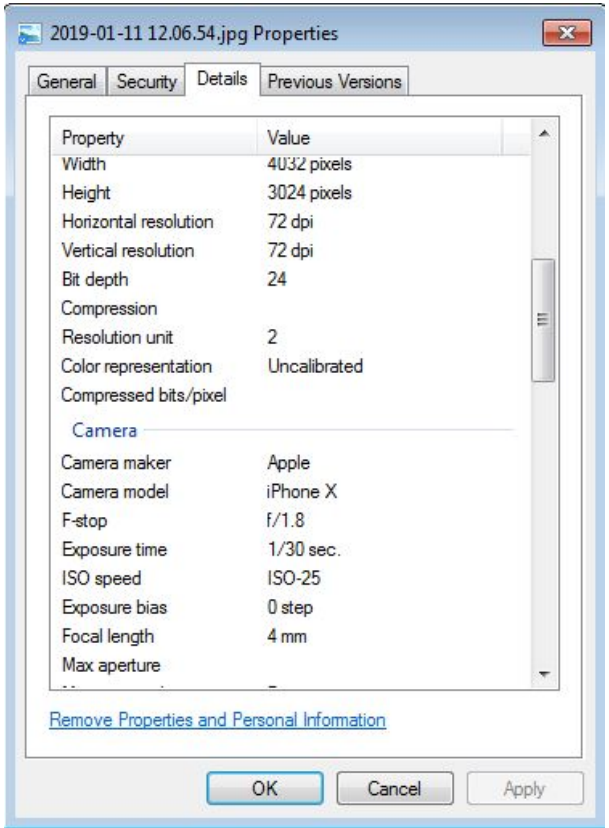
- Moving images: MOV, MPEG, AVI
- Sounds: WAV, AIFF, MP3
- Still images: TIFF, JPEG, PNG, GIF
- Tabular data: CSV, TSV
- Text: XML, PDF/A, HTML, ASCII TXT

3. Organize - Metadata

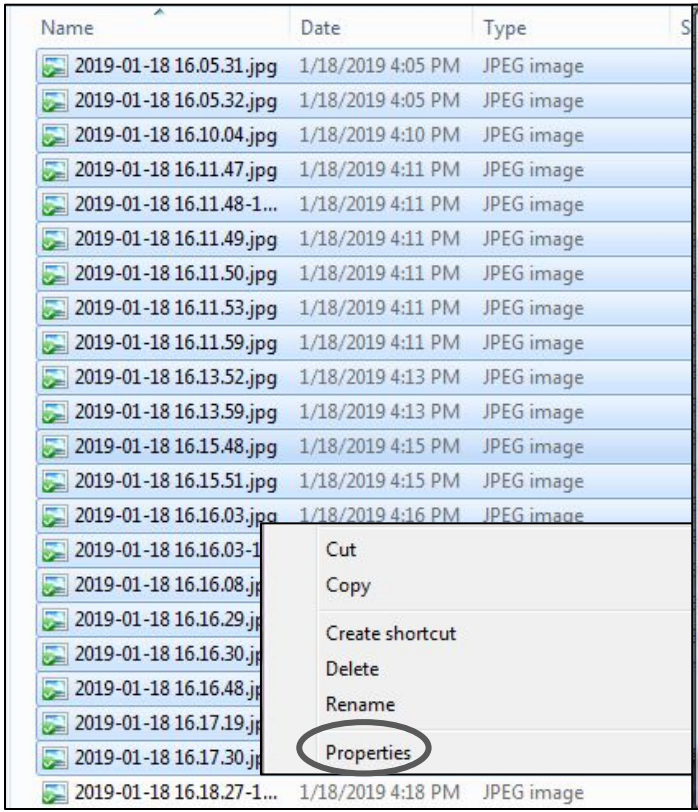
Filename	Description	Date
Tray1image001.jpg	San Fernando Stake Center where Lennart Myntti was custodian	1962-08
Tray1image002.jpg	Kerttu Myntti at ?	1965-04
Tray1image003.jpg	Lennart Myntti and Kerttu Myntti on Myntti boat	1977-06
Tray1image004.jpg	Roy Myntti, Robert Myntti, Kerttu Myntti	1965-04
Tray1image007.jpg	Lennart Myntti on ferry between Finland and Sweden	1973-07
Tray1image008.jpg	On the Gripsholm	1953-07

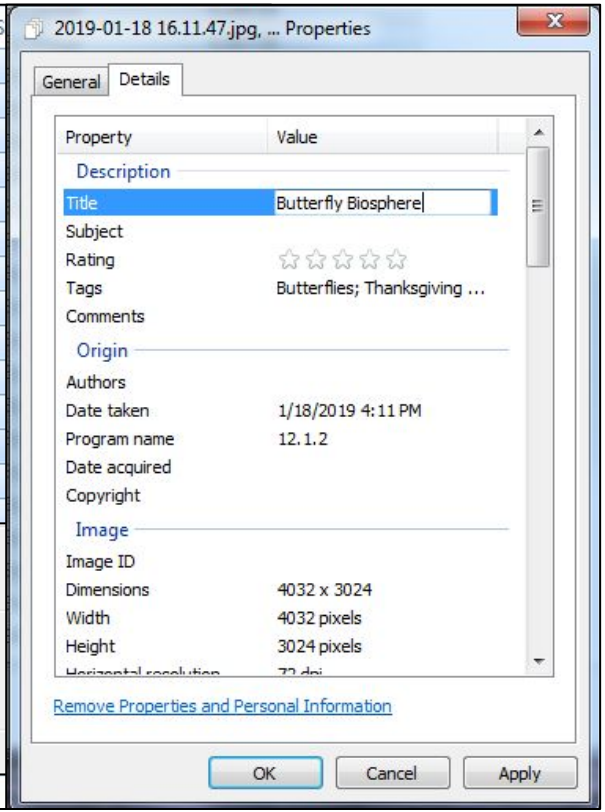
3. Organize - Metadata

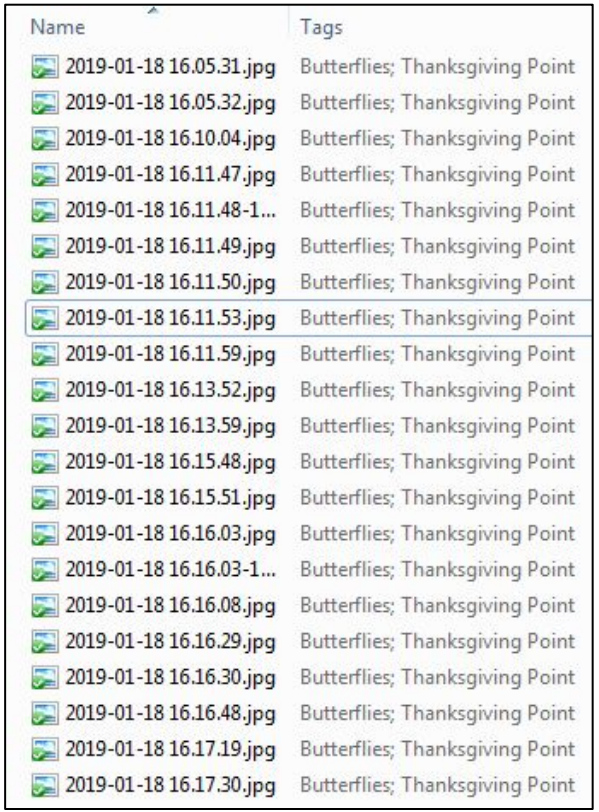




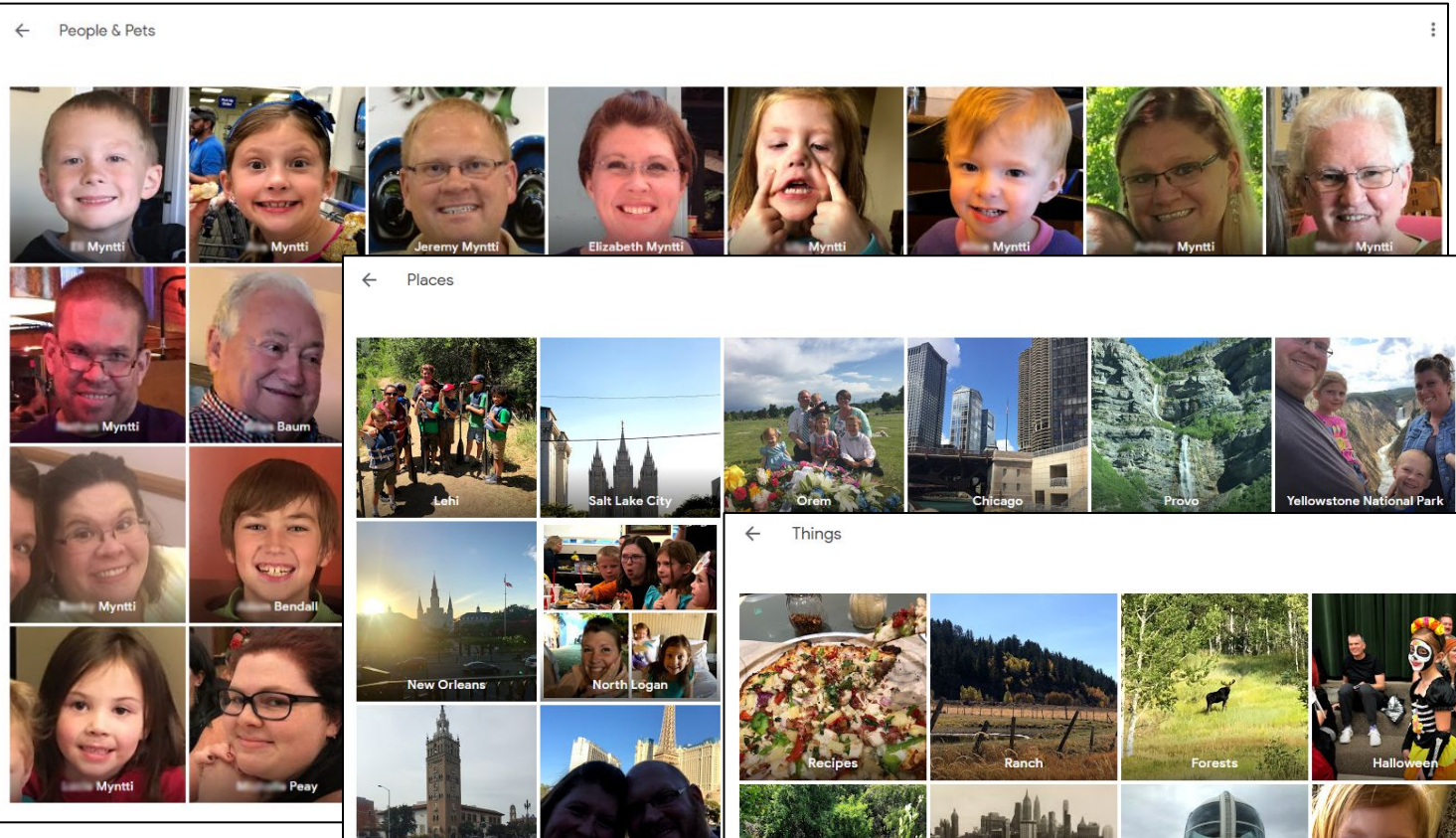
3. Organize - Metadata

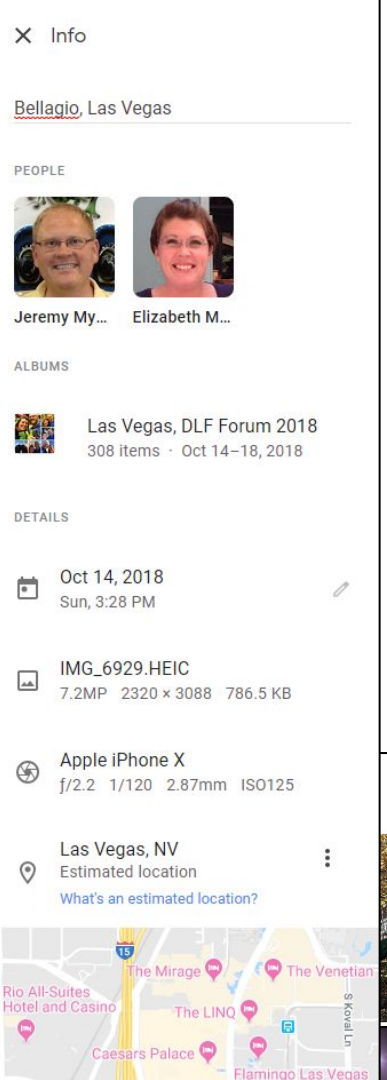




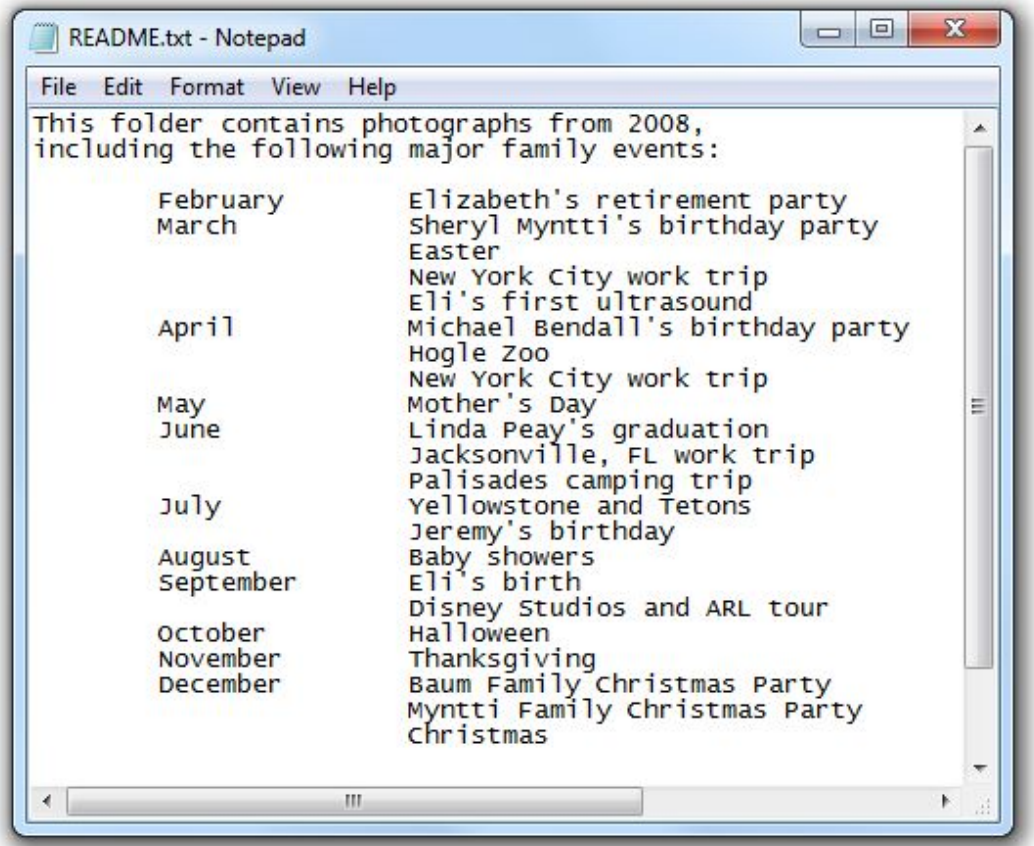


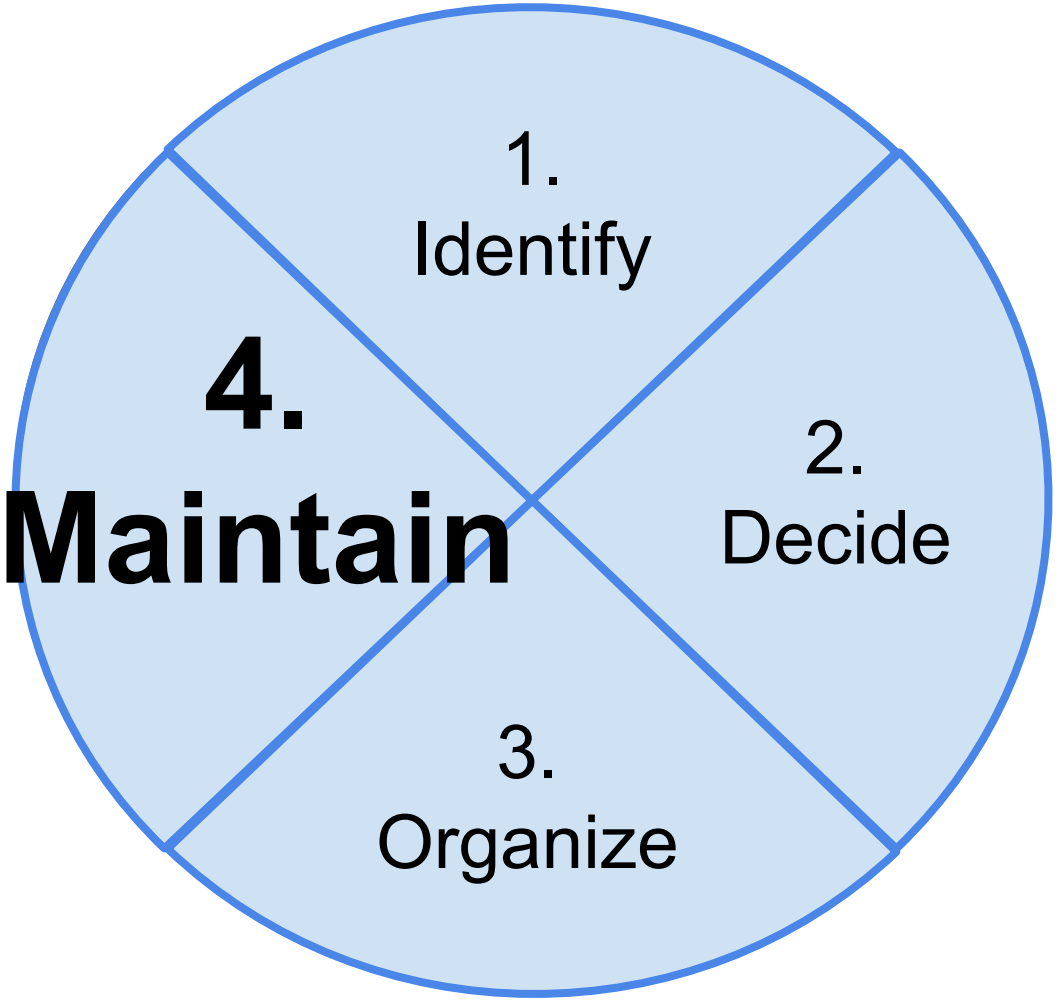
3. Organize - Metadata





3. Organize - Folder Level Descriptions




1.
Identify
2.
Decide
3.
Organize
4.
Maintain

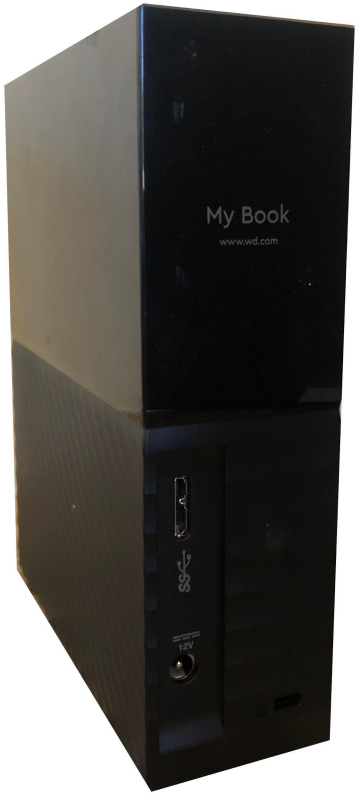
4. Maintain - Copies

3 - 2 - 1

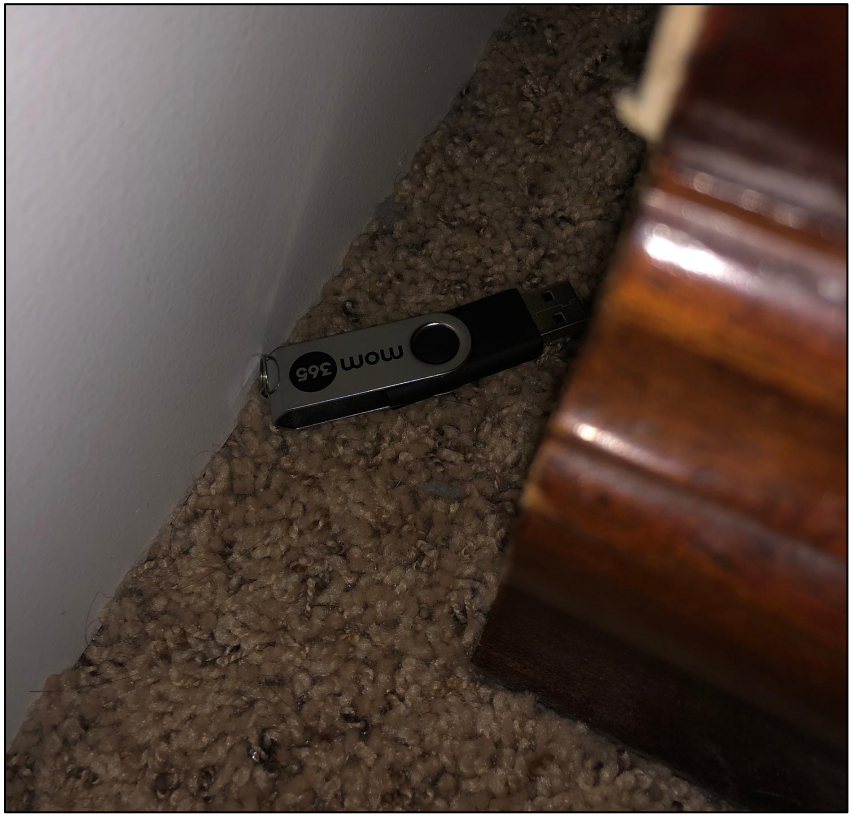
LOCKSS

4. Maintain - Digital Storage

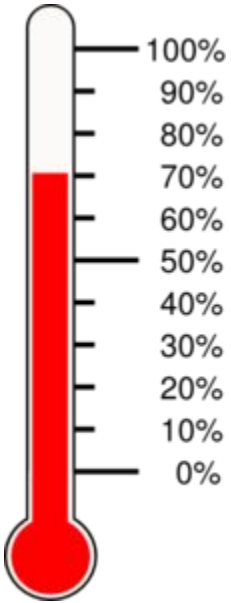
4. Maintain - Digital Storage

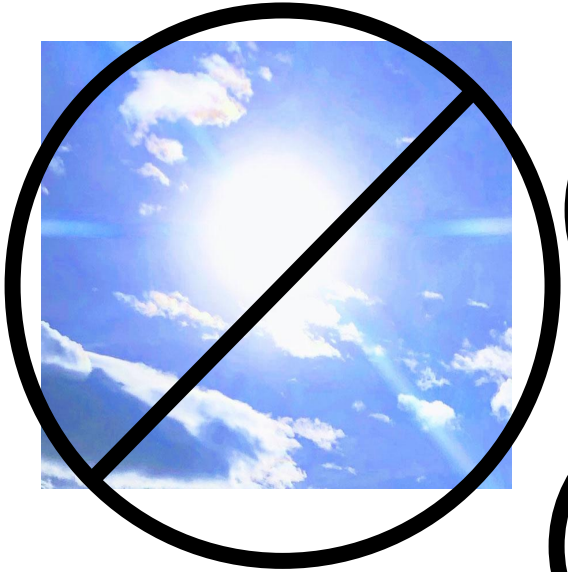


4. Maintain - Storage Conditions



4. Maintain - Storage Conditions





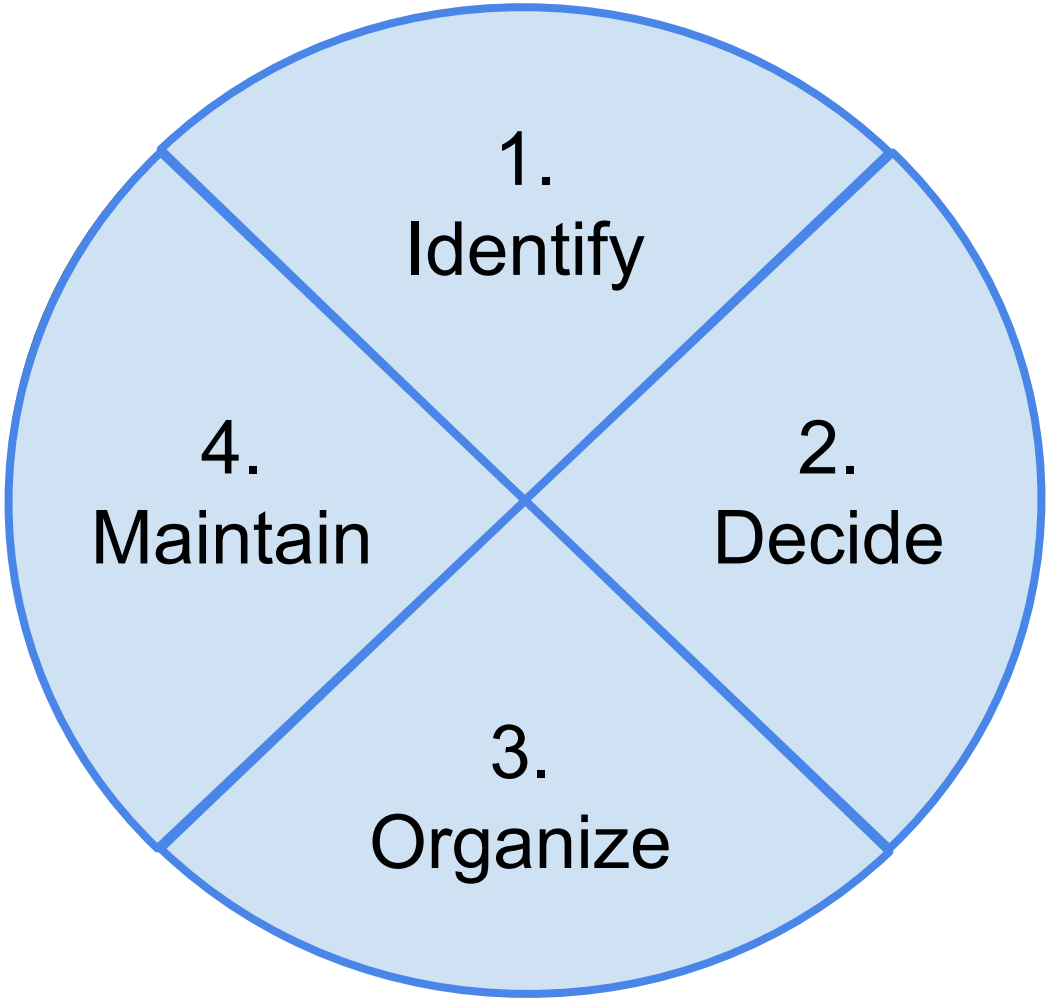
4. Maintain - Cloud Storage

4. Maintain - Making Content Accessible

WordPress

4. Maintain - Sharing Your Archive

Password: **********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Personal Digital Archiving

Jeremy Myntti
BYU Library

Philbrick, Mark A. (2007) "Harold B. Lee Library, Brigham Young University."
https://commons.wikimedia.org/wiki/File:Harold_B._Lee_Library.jpg
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Additional Resources

- American Library Association. Preservation Week. http://www.ala.org/alcts/preservationweek
- American Library Association. Preservation Week Webinars. http://www.ala.org/alcts/preservationweek/webinars
- Library of Congress. Personal Archiving. http://digitalpreservation.gov/personalarchiving/
- Library of Congress. Personal Digital Archiving Day Kit. http://digitalpreservation.gov/personalarchiving/padKit/index.html

Additional Resources

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- Desperately Seeking Surnames blog. Tagging to Organize Your Digital Family Documents. https://www.desperatelyseekingsurnames.com/2016/06/tagging-to-organize-your-digital-family.html
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