



2021 Genealogy Series

Welcome!

The National Archives and Records Administration (NARA) is pleased to present this educational series of lectures on how to do family research.

As one of the nation's premier genealogy institutions, it is our mission to inform the public about the National Archives' holdings that relate to family history and to make those holdings available.





About the Lecture Series



2021

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Lectures demonstrate how to use Federal records and other resources for genealogical research for beginning to experienced family historians.

Our presenters include experts from the National Archives nationwide representing our facilities in College Park, MD; Denver, CO; New York City, NY; St. Louis, MO; and Washington, DC.



May Schedule



2021

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Date	Session Title	Presenter
Tuesday, May 4 1 p.m. ET	Preserving and Digitizing Personal Photo Albums and Scrapbooks	Sara Holmes Conservator in Preservation Programs National Archives at St. Louis, MO Noah Durham Supervisory Preservation Specialist National Archives at St. Louis, MO
Wednesday, May 12 1 p.m. ET	Finding Genealogy Resources and Tools on Archives.gov	Sarah Swanson Website Liaison National Archives at College Park, MD
Wednesday, May 19 1 p.m. ET	Tips and Tools for Engaging Family with Your Research Finds	Missy McNatt Education Specialist National Archives in Washington, DC Dorothy Dougherty Virtual Public Programs Director National Archives at New York City, NY



June Schedule



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Date	Session Title	Presenter
Tuesday, June 1 1 p.m. ET	From Here to There: Researching Office of Indian Affairs Employees	Cara Moore Lebonick Reference Archives Specialist National Archives at St. Louis, MO Cody White Archivist and Native American Related Records Subject Matter Expert National Archives at Denver, CO
Tuesday, June 8 1 p.m. ET	Civil War Union Noncombatant Personnel: Teamsters, Laundresses, Nurses, Sutlers, and more	Claire Kluskens Genealogy/Census Subject Matter Expert and Digital Projects Archivist National Archives in Washington, DC
Tuesday, June 15 1 p.m. ET	Merchant Marine Records at The National Archives at St. Louis	Theresa Fitzgerald Director National Archives at St. Louis, MO



Join the conversation!

Participate with the presenters and other family historians during the live event.



2021

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Live Chat on YouTube:
log in and type your questions
and comments



Join us at **@USNatArchives**
on Twitter **#GenieSeries2021**





Where to find Chat, Captioning, & Handouts

Show More captioning & handouts

Chat log in for Q&A

After the broadcast, the video presentation and handouts will remain available.



Preserving and Digitizing Personal Photo Albums and Scrapbooks



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Preserving photo albums and scrapbooks can be especially challenging, often because they are bound and contain a variety of problematic materials. This session addresses how to work with poor quality materials commonly found in personal scrapbooks and albums, how to maintain the integrity of the arrangement, and how to store them appropriately. Pro tips for home users provide ways to digitize albums, organize electronic files, and preserve them as electronic records. Examples come from both National Archives and personal collections.



Presenter Biography



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Sara Holmes started work at the National Archives in Preservation Programs at St. Louis in 2007. She currently works at the conservation lab as a conservator for field projects coming from National Archives facilities nationwide. She previously served as a management and program analyst, and as a supervisory preservation specialist overseeing conservation of the records burned in the St. Louis fire. Before coming to the National Archives, she was a conservator at Texas Tech University and the Missouri State Archives. Sara has a Master of Library and Information Science with a Certificate of Advanced Study in Conservation of Library and Archival Materials from the University of Texas and an M.A. in history from the University of New Orleans. She is also a Certified Archivist and was selected as a member of the first cohort of the Archives Leadership Institute in 2008.



Presenter Biography



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Noah Durham has been working within the National Archives and Records Administration (NARA) since 2008. Currently, he is the supervisory preservation specialist at the St. Louis facility, where he leads digitization projects to preserve and expand access to fire-affected records. His projects include working on the National Archives Iraqi Jewish Archive project from 2012 to 2014. Noah's professional career in cultural heritage imaging began in the mid-1990s. At that time, he was hired to convert photographic operations from analog to digital at two worldwide auction houses (Christie's and Sotheby's). He holds an M.S. in graphic arts systems from the School of Printing Management and Science at the Rochester Institute of Technology.



NATIONAL
ARCHIVES

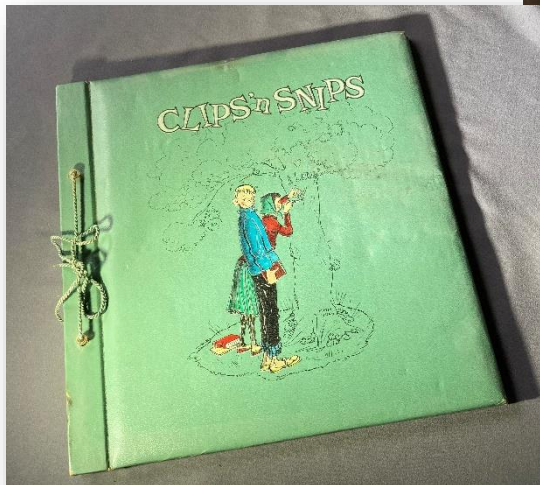
Research
Services

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

Preserving and Digitizing Scrapbooks and Photo Albums

Preserving Albums: Possible Problems

- Structural problems of binding preventing access
- Adhesives
- Plastics
- Mix of media
- Oddball sizes for storage



Binding Structure

The ideal

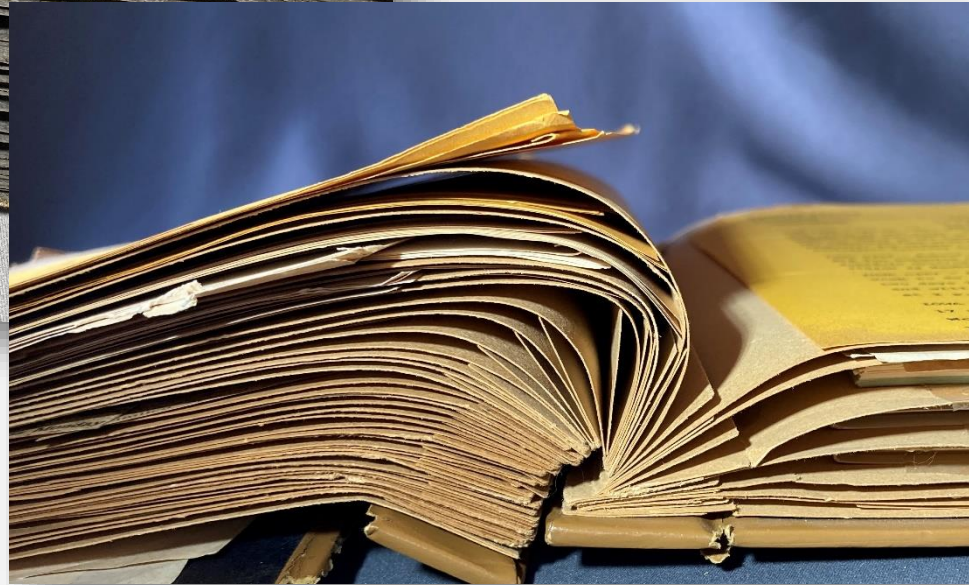
- Lies flat
- Accommodates thickness



Bindings with Curving Openings



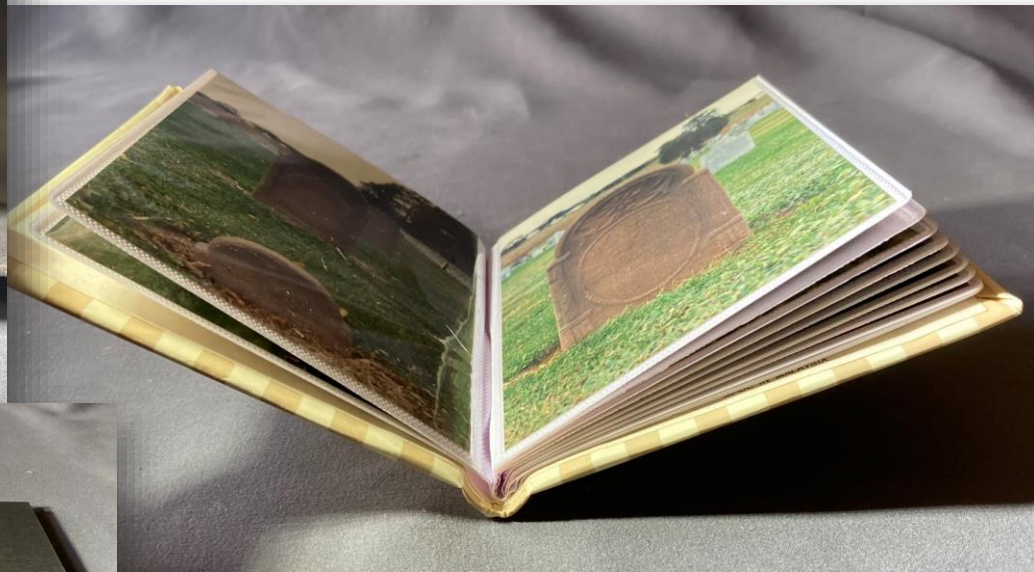
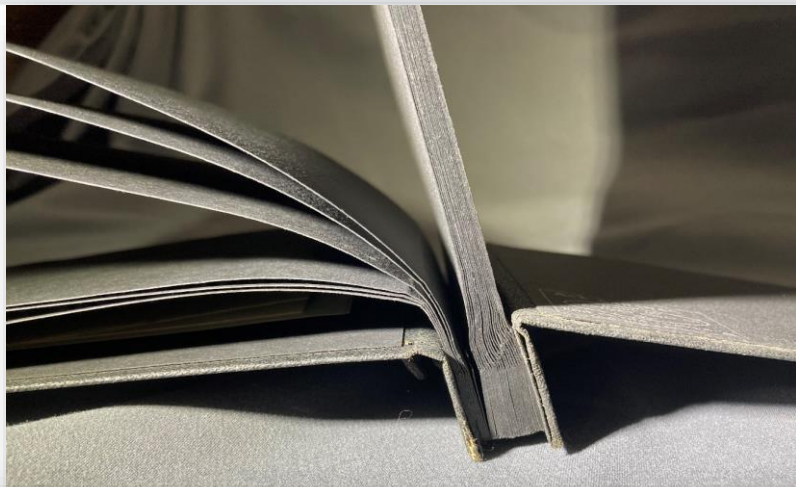
May be stable, or may be complicated
by other problems





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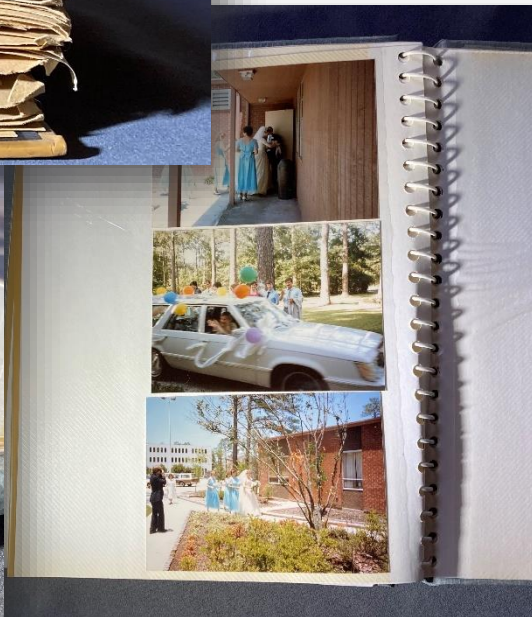
Bindings that do not stay open!





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Bindings that just don't work well!





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Attachment Methods

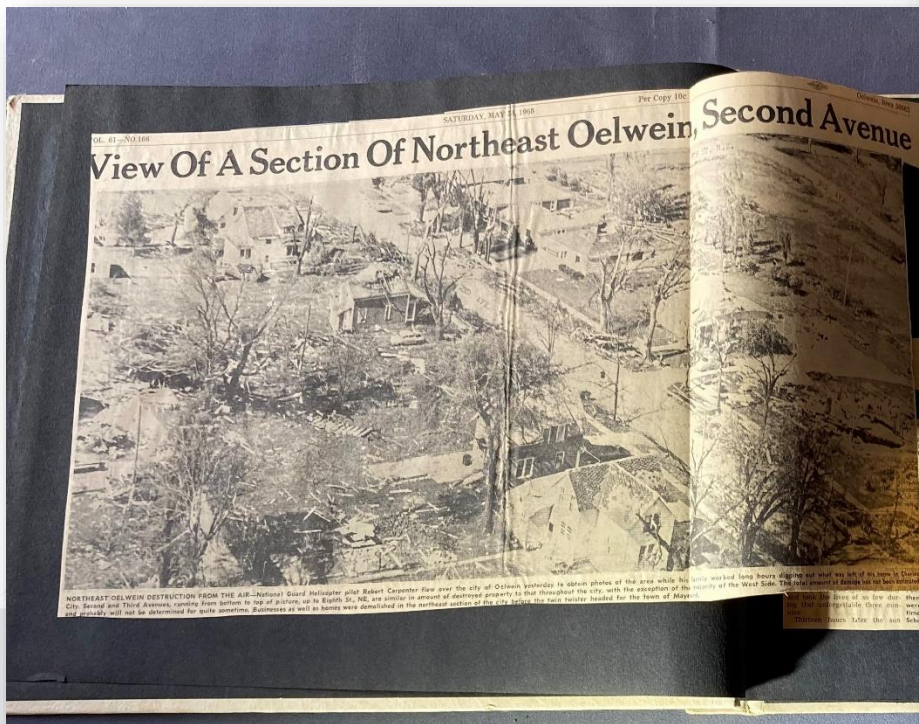
Photo corners

- May be adhered to the photo and page



Attachment Methods

Glues and pastes





Research Services

Attachment Methods

Tape

Sports News

ERIC C. WILSON, Editor

Division of STATE UNIVERSITY OF IOWA INFORMATION SERVICE

Mailed 5/9/60

For Release on Receipt

HAWKEYE

SPORTS SIDELIGHTS

Bad Weather Sets Record

IOWA CITY - Spring, 1960, already has gone down in Iowa records as the worst for door sports in many years. The boxscore in the contests between weather and the Hawkeye teams now stands at 13 cancellations, 10 at home, and 29 events completed. However, three of the tennis meets were forced into the field house. The weather postponed Iowa in the baseball games, two golf meets, a tennis and a track

IOWA FIELD HOUSE



IOWA CITY

Merely (?)

17-11 romp past Parsons. The 5-10, 170-pounder rolled for 165 yards and 2 TDs, one a 44 yard burst. Norse Coach Ed Schweitzer hints Pake will get even better. "Early in the season we felt much of John's success was due to Hustad. Opponents goared their defenses to stopping Brad on the belly series, leaving Pake free. "Pake's a real fine runner, shifty and quick. He gained confidence and has improved every week." Pake wasn't recruited by Luther. "His high school coach brought him to Dea and told us we felt the

Isn't Oppose

tics: Barnard Bailey were voted into membership and club speakers included Art Swanson of "Give Your Child Music" Gleo Evans on "How to Chairmen a Meeting", Ken Marsh in a discussion of firearms, and Chuck Wiley on "The Ice Breaker". Gladbrook Tips Traer, 14 to 7

There 20 thousand mallard ducks the Little Refuge on the south River a mile north the Blair

Bill Bryson
Grinnell From
Scholarship
Bryson

Brainpower
YOU never saw such a gang of sound-mind-in-the-headly-body symbols as there were sporting on the green at Grinnell College's "Spring Day."

LUDWIG
The healthy bodies were obvious in the noonday radiance because most of the students wore shorts and T-shirts or skimpy blouses for the holiday picnic and the frivolity

Testimony on the soundness of the eggheads frying in the sun was given by Merrit Ludwig, rigorous young vice-president of the college.

"The average student out there," he said, "ranks among the top 5 per cent of all American college students in college board examinations."

This was an opening that Mickey Holmes, the flame-thatched sports publicity director, couldn't pass up. "Yes," he said, "and the athletes out there are above the scholastic average for all the men in the school."

Unrecruited

BUDD Bowers, football coach and athletic director, pointed out some of the knotty-musled athletic specimens.

BOWERS
"Not a one of them was recruited," he said, "and not a one is here on an athletic scholarship. Every scholar-ship is strictly academic."

Intellect has been no drawback to these volunteers. Pioneer athletes, three-fourths of whom plan to go on to graduate schools in medicine, law and other fields.

Grinnell already has won the Midwest Conference football, basketball and indoor track championships this school year. It has a male enrollment of 600 as a whole, the average was 2.55

Ron Dorr of Marcus (cross-country and wrestling) had a perfect 4.0 mark. Twenty-two others were 3.0 or better. Dorr, Bill Parsons (basketball and tennis) and Roger Sternberg (tennis) have been elected to Phi Beta Kappa.

Snap courses? Hah! Students don't declare their majors until their junior year and this is how the letter-men have chosen:

- Biology, 10; economics, 7; physics, 6; chemistry, 6; history, 6; political science, 5; psychology, 4; mathematics, 4; American studies, 4; philosophy, 1; physical education, 1.

Bill Bryson
Grinnell From
Scholarship
Bryson

Just for Fun
AT MOST colleges these days, the business manager of athletics is in the counting house, counting up the advance sales, counting up the probable profit of football tickets costing up to \$5 apiece.

BOWERS
Grinnell doesn't have a business manager of athletics. If it did, he could have an all-day coffee break. Grinnell almost lost his quarterback last fall. Dick Orchard of Cherokee received a low grade in an early test, decided he'd better quit football and concentrate on his pre-med studies.

"But then," said Orchard who'll be at the throttle of the opener against Keno here Saturday, "I had a tall with the professor."

"He told me this was particularly tough 'working up' test and that I did as well as anybody."

"We've already sent out 4,000 complimentary tickets for home games," said Ed Bowers, athletic director and football coach. "We don't even charge for parents' day and homecoming games."

It isn't because the caliber of the team is poor. The Pioneers shared the Midwest Conference championship last year. Football is financed out of general funds in Grinnell's

"We need neither a czar nor a coroner. All our members have high scholastic standards and our relationships are based upon mutual trust."

Other members are Balfout, Cook, Cornell, Carleton, St. Olaf, Ripon, Lawrence, Knox and Monmouth.

Surprise!
I DON'T know who's going to be on our freshman squad till they show up for practice," said Bowers. "Sometimes I don't even know all the prospects on the varsity."

"Take last year. Two of my best players hadn't even been out for freshman football."

"One of them—George Hubbell—hadn't been out as a sophomore, either." The other was Pete Heinzelman of Knoxville, who is back as a regular guard.

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Good-by

BOWERS has a thick file of letters from young men all over the country who wanted to play football at Grinnell.

"I write them one letter and that usually ends it correspondence," said Ed Bowers. "The letter contains this part



Torn Pages

Can be a result of

- Bad binding
- Stiff material pasted down on pages which push against paper when turning pages
- Simple mishandling

Can be mended

- Need training in mending in bound books to do properly! Seek out a conservator or trained technician.





Research
Services

Adhesive Issues: Desiccation

The “nice” adhesive failure





Research
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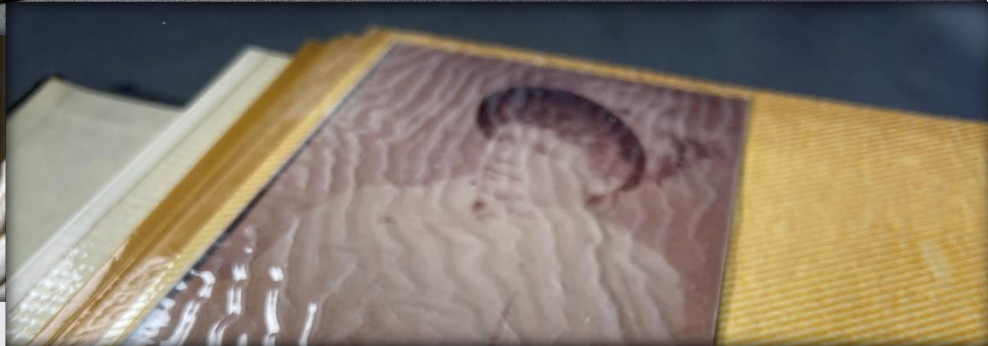
Adhesive Issues: Creep and Goo!





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Problems with Plastic

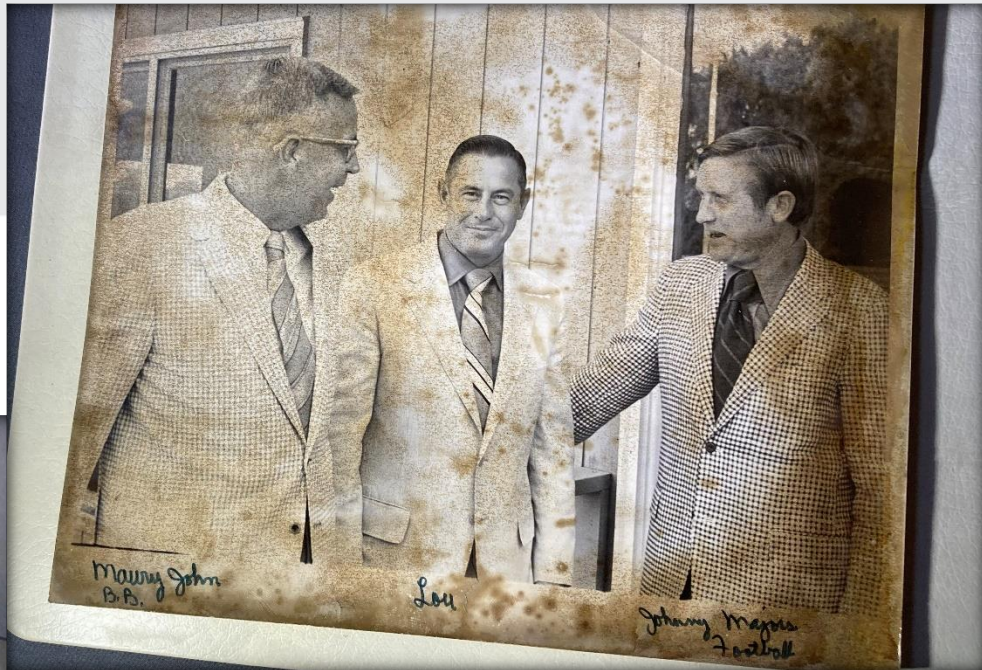




Research
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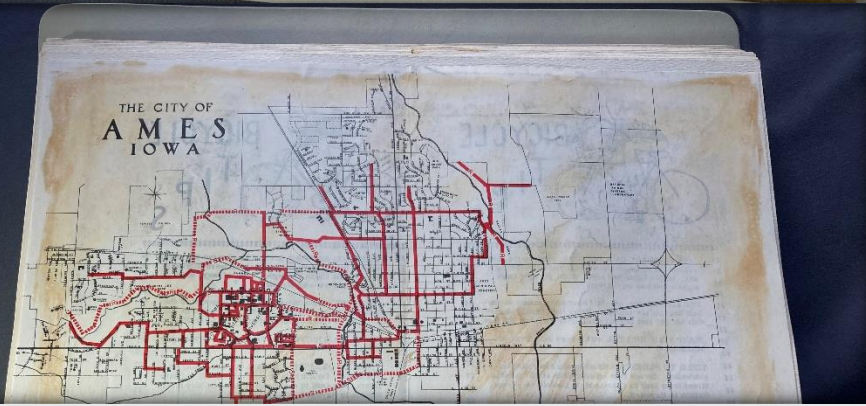
Mixing Media

- Chemical degradation
- Mechanical damage



...teenth of May
Two thousand and four
at six o'clock in the evening
Saint Joseph Catholic Church
Woodville, Mississippi
Adult reception, following
Asphadel Village
Jackson, Louisiana

Directions to St Joseph Catho
From St. Francisville (intersection of Hwy 1
Hwy 61 North approximately 24 miles until
Mississippi. At the intersection of Hwy 61
blinking four-way stoplight. Here, turn *left* on
first street you come to on the *left* will be Ch
onto Church Street. Go one block, see S
Church on the *right* at 338 Church Street
behind the church.
Directions from St. Joseph Catholic Chur
...del Village



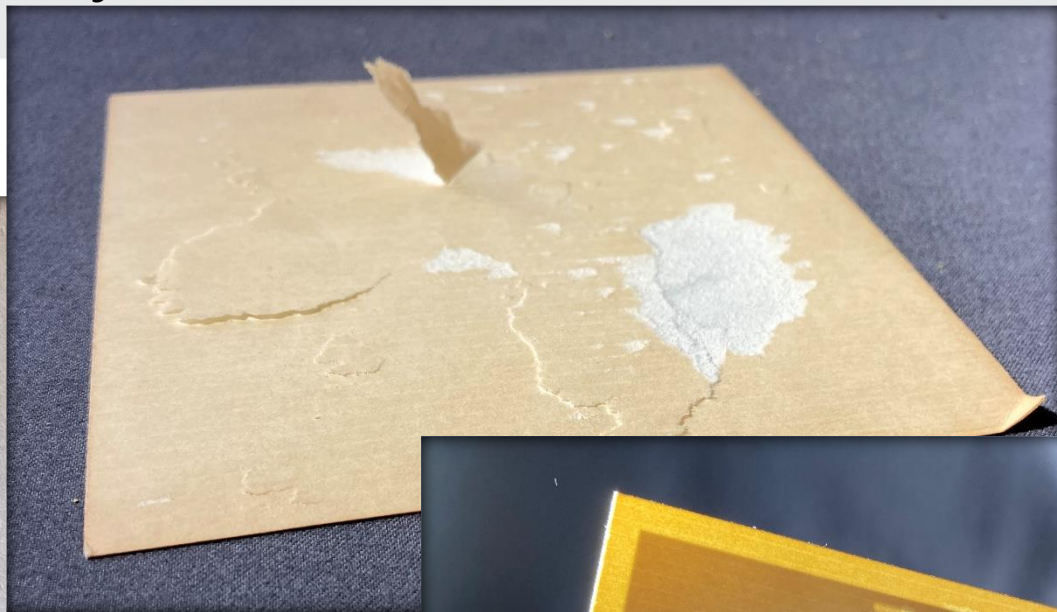
But I really want to take them out...

- Can they slide out without damage?

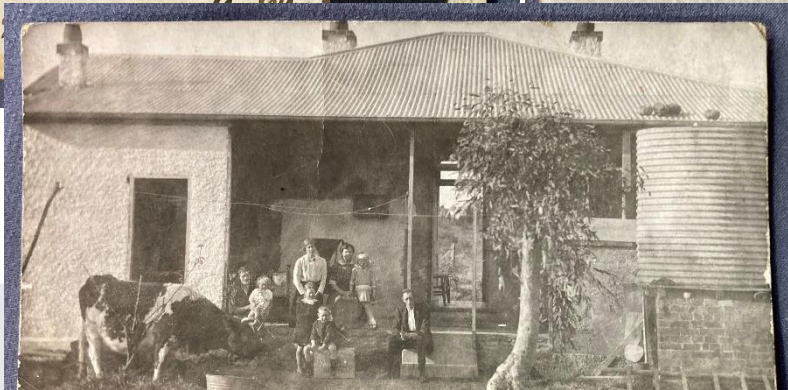
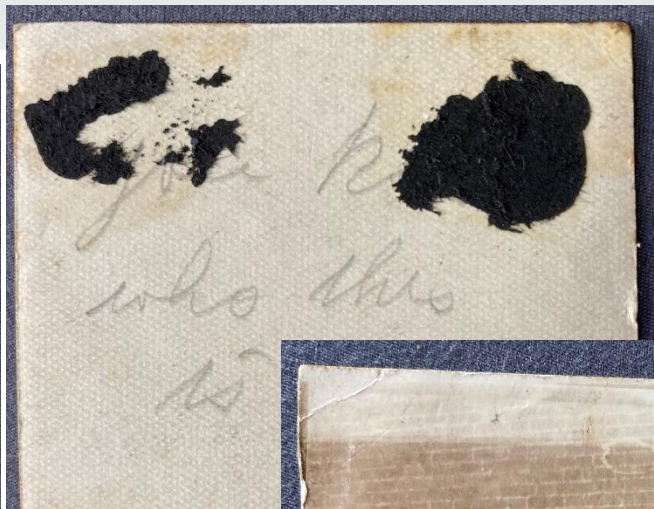
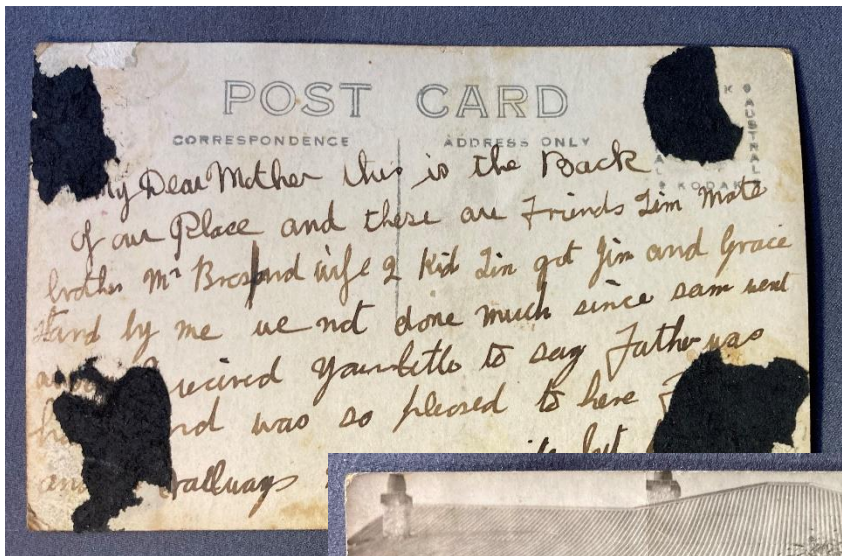


But I really want to take them out...

- Or are they adhered?



Removing Glued-In Photos





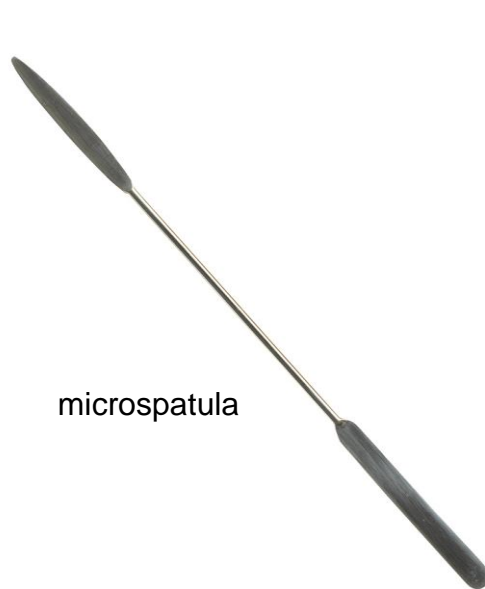
Preservation Material Tips

- “Archival” is not a standardized product!
- Do look for pH neutral “acid-free” products
 - Understand that over time, all organic materials deteriorate and pH is not static
- Look for lignin-free description in paper-based products
- If interleaving
 - Use buffered tissue (with an alkaline reserve) for black-and-white photos, negatives, most papers, and cotton-based textiles.
 - Use unbuffered tissue (no alkaline reserve) for color photographs and negatives, blueprints, silk, wool, leather, and metals.
- For materials used with photos look for “Passed P.A.T. Test” (Photo Activity Test)
 - Do be aware that not all products have been tested

PASSED
P.A.T.

Tool Tips

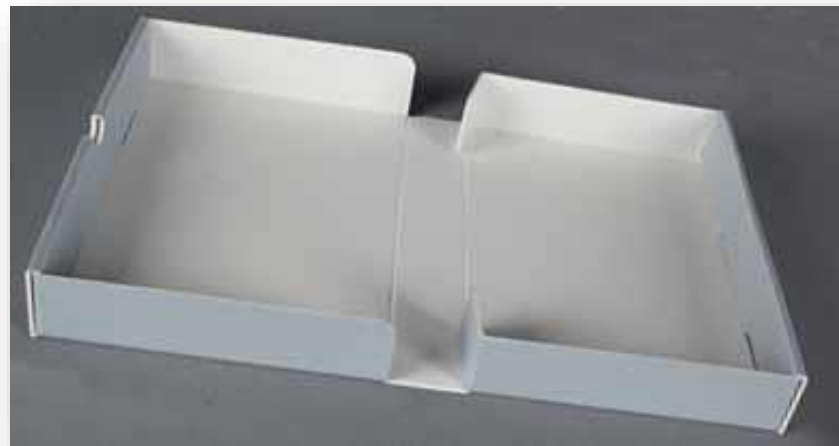
- Mylar™ (or Melinex™) Polyester—if there is room to slip in
- Microspatula—for turning pages, removing fasteners (staples, paper clips), and simple probing
- Bone or Teflon folders—for smoothing out creases and tears, creasing polyester, and possibly for turning pages
- Don't overdo it! Damage can occur quickly!





Storing Albums

- Good environment—no temperature or humidity extremes
- Boxes help provide safety and microclimates
- Custom-sized boxes will make a big difference for stabilizing intact albums
- Do consider machine-made custom-sized boxes as an inexpensive alternative to individual boxes made by a conservator or bookbinder





Need More?

There is an immense range of possibilities and problems to be found in albums.

Please do consult the handouts for more information and resources.

You may also reach out to preservation@nara.gov if you cannot find the answer to your question.

Photographing Scrapbooks and Photo Albums



- Provide information about equipment
- Show a few examples of photographic methods
- Share a few tips related to how the National Archives and Records Administration (NARA) organizes, tracks, and archives images from digitization projects

Equipment Options

1. Combination of camera, copy stand, and supplemental lighting
2. Specialized book scanner
3. Flatbed scanner
4. iPad / iPhone DIY



\$350

vs.



\$5000



vs. \$65,000

Copy stand with camera

PROS

- Excellent quality is possible with well-matched camera, lens, and lighting
- Systems can be configured for any budget
- Can be made efficient and ergonomic by “tethering” camera to a computer with remote shutter release and “live focus”
- As a modular system it’s flexible; components like lenses, cameras, lights can be purchased separately and replaced as needed to optimize or upgrade
- Camera height is adjustable to increase or decrease the copy area

CONS

- Requires photography knowhow to skills to set up and operate
- Settings are important, small mistakes in setup can go unnoticed (i.e., wrong resolution) causing significant rework



Book Scanner

PROS

- Integrated lighting
- Integrated book cradle (high-end solutions)
- Very little photographic knowhow is required to operate
- A smaller book scanner system is affordable (Fuji ScanSnap) @ ~\$600.00

CONS

- Everything is fixed: the lens, resolution, focus, copy area and lighting. This means it's less adaptable for nonstandard items
- Software becomes obsolete sooner
- Higher-end systems require support from specialized vendor or reseller to update or repair (Zeutschel or Indus for example)



Flatbed scanner

PROS

- Excellent quality for loose photographs and documents in good condition
- Compact and can sit at a regular desk in an office environment with computers

CONS

- Not recommended for bound volumes
- If items won't lay fully flat on platten; glare and shadows will be apparent in image
- Requires a computer

iPad / phone camera with holder/stand (Do it Yourself [DIY] or eBay/Amazon products)

PROS

- High image quality is achievable at relatively low cost
- Phones are everywhere, they are easy to operate and understand without photography knowhow
- Big user base means lots of new apps and technical innovation

CONS

- Phone cameras are optimized for pictorial imaging (making great selfies), not flat reprographics (barrel distortion, focus flaws, and other problems may appear)
- Remote shutter release may not be possible



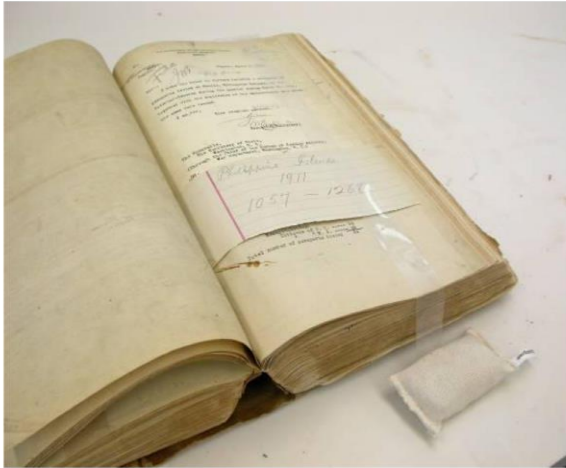
Unique characteristics of scrapbooks and photo albums make the task challenging. Here are some strategies to overcome photography problems without disassembling the item.

PROBLEM	WAYS TO SOLVE
Oversize items may exceed the size limits of a scanner or camera set	Switch lenses on camera. Take column off copy stand and mount on table edge. Shoot in smaller sections.
When open, pages tend to not lay flat and require some flattening or restraint	Weights and strapping (examples follow). Fix mild curvature in Book Scanner software or Photoshop
Cross light shadowing in the “valley” between open pages can obscure content	Vary directional lighting strength (example follows)
Scrapbooks and photo albums may contain contain folded papers, envelopes, notes, dried flowers, ribbons, pins, etc., that may overlap information or require opening to view	Shoot same page several times to reveal content in overlaps or folds
Glare can occur with plastic sleeves or glossy images in photo albums	Keep lighting at 45-degree angle; use more diffuse lighting source
The back page content of two-sided documents in a scrapbook may be impossible to lay flat and photograph without disassembling the book	Use an explanatory “slug” (example follows)
Contents may already be disassembled or placed loosely inside	Create access copy in multipage “spread view” shot type (example follows)

Unique characteristics of scrapbooks and photo albums make the task challenging, here are some strategies to overcome photography problems without disassembling the item (continued).

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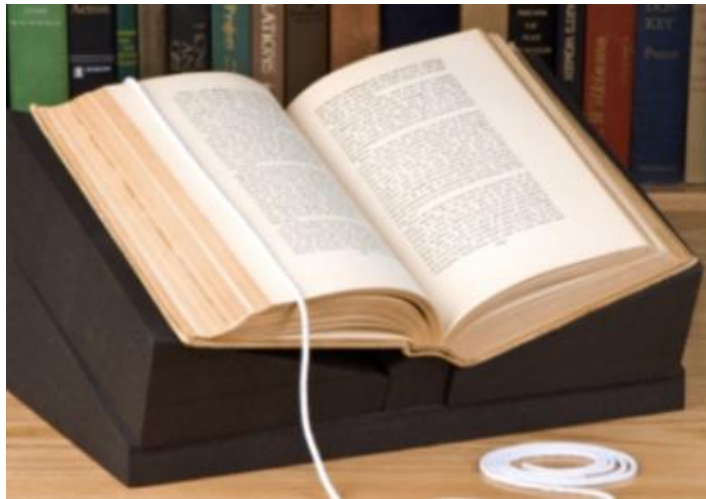
strapping, weights and cradles



An example of polyethylene strapping with bean bag weights to gently restrain page.



A stack of mat board to build height. As photography progresses boards can be removed and added to opposite side.



A snake weight and a custom cradle.



An integrated book cradle that is adjustable to raise and lower sides independently. A gap is also adjustable for width of spine.

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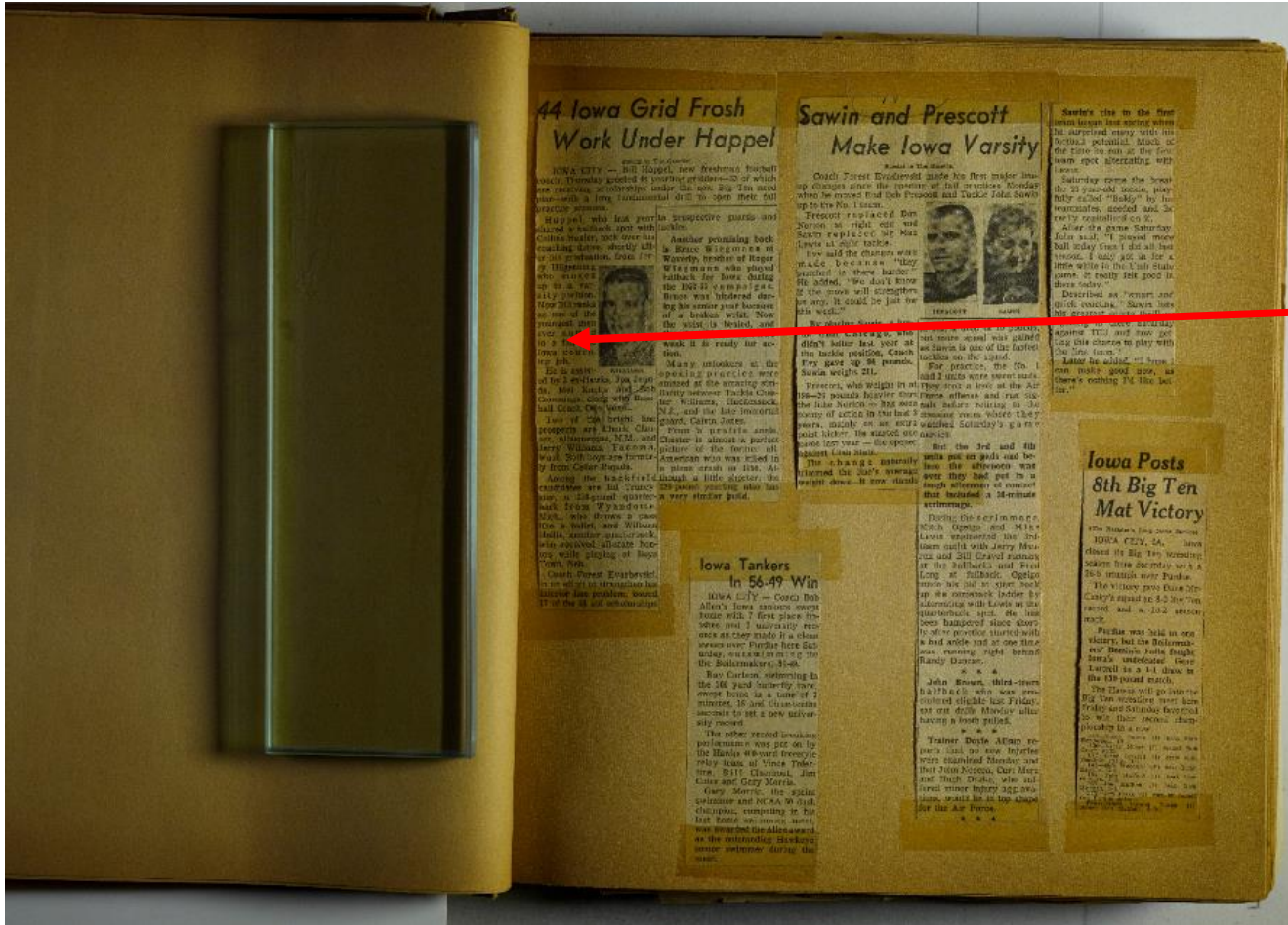
shadow from photographic lighting (before)



Problem area (close up)



shadow from photographic lighting (after)



44 Iowa Grid Frosh Work Under Happel

IOWA CITY — Bill Happel, new head coach of the Iowa grid football team, today started 44 varsity players, 25 of which are receiving 26 scholarships under the new Big Ten plan that calls for a five-man football line to open their own separate divisions.

Happel, who last year coached the varsity football team at Colfax, today took over his coaching duties shortly after his appointment as coach of the University of Illinois.

He worked up to a regular daily routine. For 20 years he was one of the leading coaches in the state, and he is now ready to accept the challenge.

Many students at the university are interested in the strategy of Happel, who coached the varsity football team at Colfax, Ill., and the late head coach of the varsity football team at the University of Illinois.

Coach Forest Froehner, who today coached the varsity football team at Colfax, Ill., and the late head coach of the varsity football team at the University of Illinois.

Sawin and Prescott Make Iowa Varsity

Coach Forest Froehner made his first major lineup changes since the opening of fall practices Monday when he named Fred Sawin and Jack John Sawin to the varsity.

Prescott, a freshman, and Sawin, a sophomore, were named to the varsity line.

They were named to the varsity line because they showed promise in their earlier work.

They were named to the varsity line because they showed promise in their earlier work.

Iowa Posts 8th Big Ten Mat Victory

IOWA CITY, Ia. — Iowa today posted its eighth victory in the Big Ten mat wrestling tournament.

The victory was won by Iowa's 143-pound wrestler, who defeated his opponent by a 10-0 margin.

The victory was won by Iowa's 143-pound wrestler, who defeated his opponent by a 10-0 margin.

Iowa Tankers In 56-49 Win

IOWA CITY — Coach Bob Allen's Iowa tankers overcame a 7-0 first quarter deficit to win 56-49 over the Big Ten's top-ranked team, the Illinois tankers.

The victory was won by Iowa's 143-pound wrestler, who defeated his opponent by a 10-0 margin.

Bob Carlson, Substituting in 56 Year Victory, Has a New University Record

The other record-breaking performance was set by the tankers of the University of Illinois, who defeated the Iowa tankers by a 10-0 margin.

The victory was won by Iowa's 143-pound wrestler, who defeated his opponent by a 10-0 margin.

Gary Morris, the Aggie, Wins 10-0

Gary Morris, the aggie, won 10-0 over the Iowa tankers, who defeated the Illinois tankers by a 10-0 margin.

The victory was won by Iowa's 143-pound wrestler, who defeated his opponent by a 10-0 margin.

Lighting is increased from the right side, improving the image.

Unique characteristics of scrapbooks and photo albums make the task challenging, here are some strategies to overcome photography problems without disassembling the item (continued)

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Images of the same spread (first shot)



Lil' ole'
ME!



Sue Ulrich



Steve Rink



PAMELA



Debbie Cox



Images of the same spread (second shot)



Images of the same spread (third shot)



Note: polyester sleeve is to assist in flattening foldout

Images of the same spread (fourth shot)



Lil' ole
ME!



YOU HAVE been faithful in attendance and faithful in your work. This certificate tells you we are proud of these accomplishments. You and your classmates have learned to work together according to God's way. Continue in this way your lifetime through.



bbie Cox



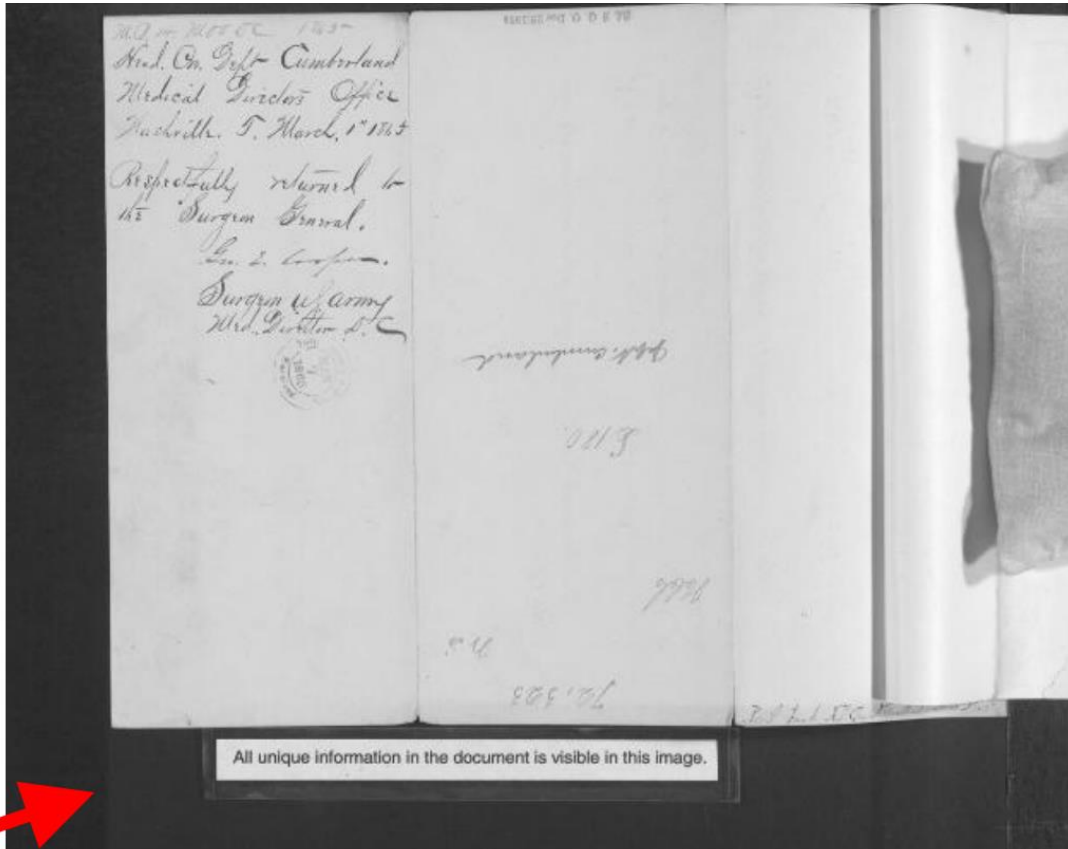
Unique characteristics of scrapbooks and photo albums make the task challenging, here are some strategies to overcome photography problems without disassembling the item (continued)

PROBLEM	WAYS TO SOLVE
Oversize items may exceed the size limits of a scanner or camera set	Switch lenses on camera. Take column off copy stand and mount on table edge. Shoot in smaller sections.
When open, pages tend to not lay flat and require some flattening or restraint	Weights and strapping (examples follow). Fix mild curvature in Book Scanner software or Photoshop
Cross light shadowing in the “valley” between open pages can obscure content	Vary directional lighting strength (example follows)
Scrapbooks and photo albums may contain contain folded papers, envelopes, notes, dried flowers, ribbons, pins, etc., that may overlap information or require opening to view	Shoot same page several times to reveal content in overlaps or folds
Glare can occur with plastic sleeves or glossy images in photo albums	Keep lighting at 45-degree angle; use more diffuse lighting source
The back page content of two-sided documents in a scrapbook may be impossible to lay flat and photograph without disassembling the book	Use an explanatory “slug” (example follows)
Contents may already be disassembled or placed loosely inside	Create access copy in multipage “spread view” shot type (example follows)

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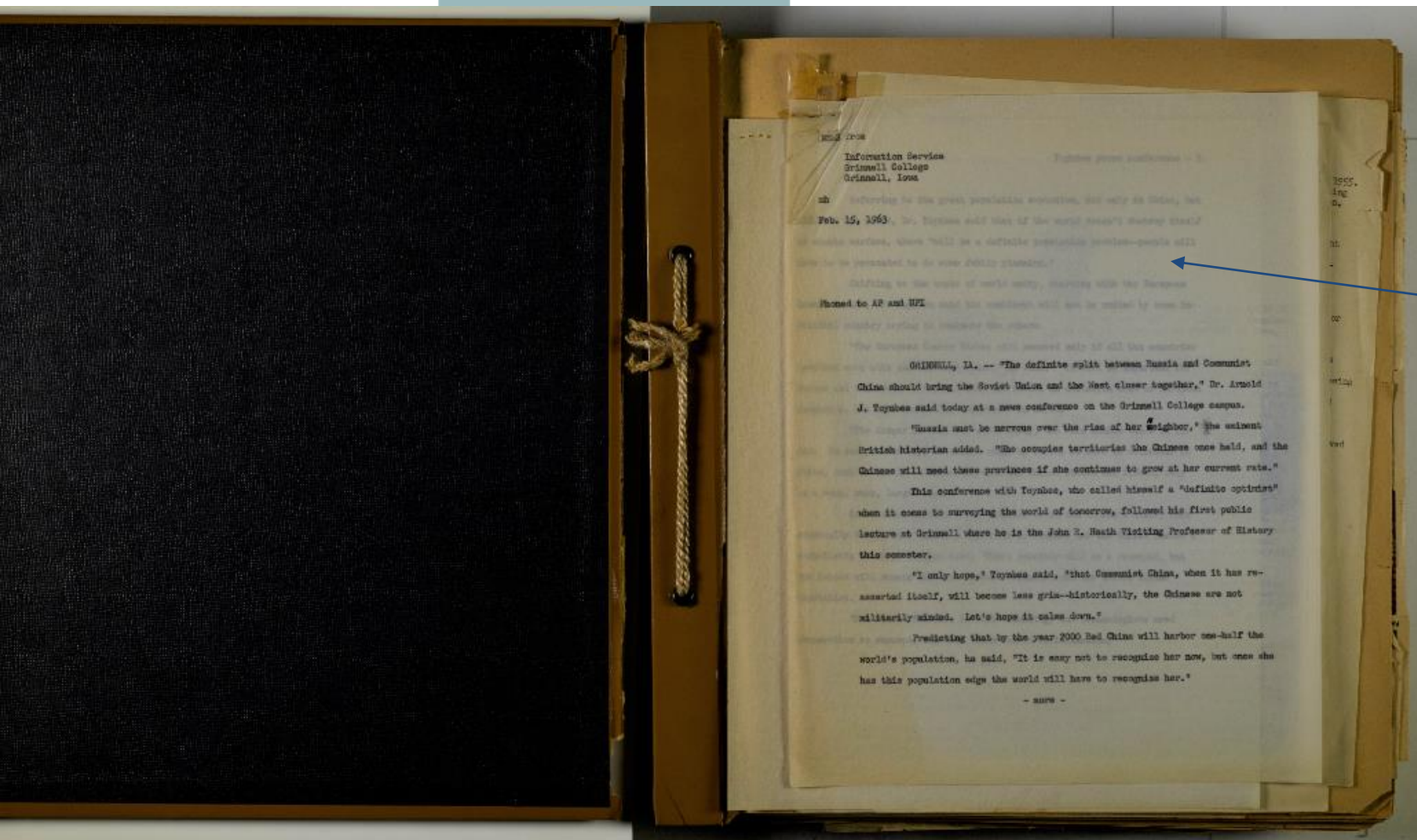
Slugs; some examples from NARA



- “Foldouts”
- “Pages missing”
- “Pages cannot be separated”
- “Photo cannot be separated”
- “Rolled-back item not fully photographed”
- “Visible fragment from binding”
- “Following page(s) blank”
- “This page is not blank”
- “All unique information in the document is visible in the image”

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Flaw. Use slip sheet to reduce show through next time!

multipage format for “spread view” multi-page sequence (first image)

Referring to the great population explosion, not only in China, but all over the world, Dr. Toynbee said that if the world doesn't destroy itself by atomic warfare, there "will be a definite population problem--people will have to be persuaded to do some family planning."

Shifting to the topic of world unity, starting with the European Common Market, Dr. Toynbee said the continent will not be united by some individual country trying to dominate the others.

"The European Common Market will succeed only if all the countries involved work with and for each other," he said. "It will be important for Europe and the world--I hope it will not become an exclusive club of European countries, but will eventually encompass the world."

"The longer we wait for world unity, the more chances there is for war. In our present day, we cannot unite by force, we have to volunteer to unite, such as the 13 Colonies did when the United States was formed, only on a much, much, larger scale."

Asked about Israeli Prime Minister David Ben Gurion's theory that eventually Russia will become a capitalistic country and the United States a socialist country, Toynbee said, "There possibly will be a reversal, but the labels will remain the same--Russia Communist and the United States Capitalist."

"The reason for this is that technology and technologists need cooperation to succeed, and this tends toward socialism."

multipage format for "spread view" multi-page sequence (second image)

Tape

IOWA FOOTBALL Under FOREST SVASHEVSKI



There is one "strong" man left in football today and this "strong" man has built the University of Iowa's football fortunes from a group of men riddled by defeatist complexes to a band of confident men who have been a quality of the Golden Age of Football at Iowa, not in its fourth year.

Forest Svasevski came to Iowa in 1952, after showing the coaching world he could build a winning football team. He had his record at Washington State as sufficient proof. Before his first season started, he hit the media and took direct aim at Iowa and bluntly told his eagerly awaiting audiences, "We will work hard, and we will guarantee you interesting football." By, as he is called by his assistants and players, was the coach Iowa fans had wanted and they now had him. Since then, he has never given them a chance to regret their choice. His since "promising" has indicated he would like to be connected with Iowa the way Syracuse was with Illinois. "When I quit coaching, I'll quit at Iowa," he says.

In the eight short seasons he has been at Iowa, he has become the winningest coach in the history of Hawkeye football; coached two Rose Bowl champions, produced eight All-Americans, a dozen pro players and countless other stars. In addition, he has provided Iowa with the most interesting football in the nation. He started with a multiple offense, but went to the now-popular single-T. With Svasevski's unperfected success, Iowa has now found fans call the most exciting system there in. Not only has Ivy's offense been successful, but it has been potent; Iowa's yardage machine has gotten a start and a second-place finish nationally in total offense the last two years with the smart formations. While the offense has been flourishing, the defense has not been far behind; his defenses are ingenious and flexible, and they never allow baffling opposing coaches.

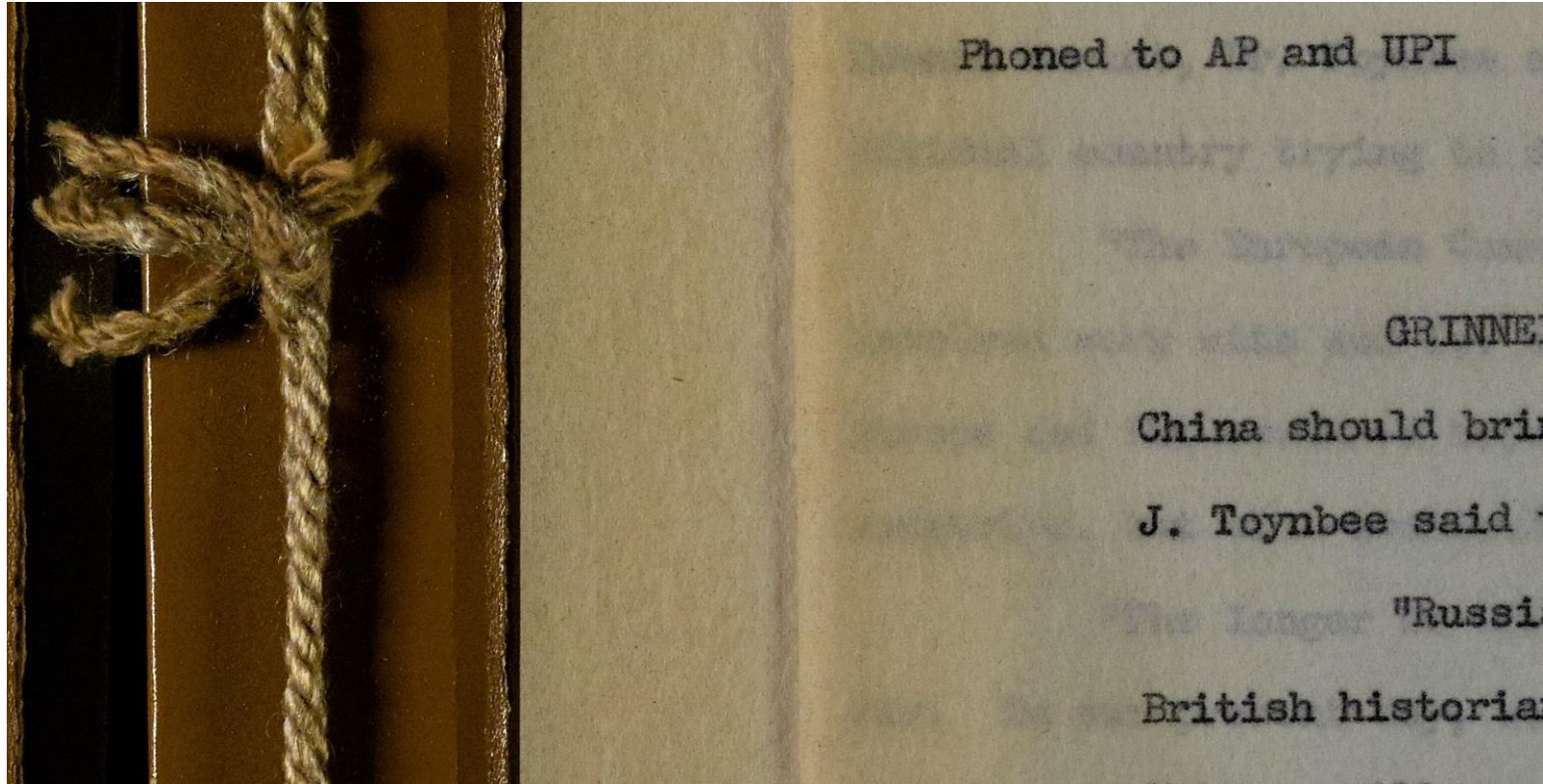
On the road to driving Iowa to the pinnacle of the football mountain, the coaching genius has drawn together a football battle-wise staff which includes two of his teammates at Michigan, Archie Hadden and Bob Pierce. To these he has added the scouting talents and end developing ideas of veteran Whitey Piro, the young mind of Jerry Burns, and two of his own products, Jerry Hilgenberg and Bill Hoppel.

In fact, Hilgenberg was Ivy's first All-American at Iowa--1953. But since Hilgenberg attained the boyhood wish of every footballer, Svasevski has turned out: Calvin Jones, who was twice a consensus All-American guard and was winner of the Outland award; Al Kurvas, now a defensive standout for the Detroit Lions; Ken Flom, Rody Damsen, and end Frank Gilliam, the Gibson, Clark Ross, and Don Hoffman. To these he has added Dick Klein, John Joera, Mac Lewis, Willie Fleming, Frank Ripner, Mike Hagler, Mitch Ogelsko and Hugh Drake to professional rosters in both the United States and Canada.

These men have been the backbone of Svasevski's success, but one would have to say his clever and unsuspecting way of getting the best out of these men and saying others is amazing; this has been a big factor in their climb with him to the top of the football world.

multipage format for "spread view" multi-page sequence (third image)

resolution requirement



A spread view is practical only when the imaging device can capture the full size of the open scrapbook or photo album. Make sure image files have sufficient resolution for legibility of smallest text.

Naming, Organizing and Tracking

Your approach to organizing and naming your files will have a big impact on your ability to find those files later. Consistent and descriptive folder hierarchy is key to locating and understanding what image directories contain.

An example is NARA's folder structure on our cloud storage:

Record Group folder > Series Identifier folder> File Unit [box / folder or other separator]

Imagename= {series identifier}-{file unit}-{image sequence}

rg99/123456/123456-001-001.tiff

Tracking tips:

- While shooting, create a “read me” text file using notepad inside each folder of images to capture notes pertaining to the images and the particulars of the camera setup, lighting or device settings.
- Create a spreadsheet as a project tracker with workflow milestones and include hyperlinks to folders for quick access.
- Learn to create recursive directory lists using the DIR command (recursive = seeing into multiple folders top down) to make inventories of images. This will assist in creating finding aids and in quality control for file naming.

```
Microsoft Windows [Version 10.0.18363.1082]
(c) 2019 Microsoft Corporation. All rights reserved.

D:\>DIR /S /B >list.txt

D:\>
```

The DIR command generates a list

list - Notepad

File Edit Format View Help

```
D:\slides
D:\examples for MAMA lecture
D:\processed
D:\camera files
D:\list.txt
D:\System Volume Information\WPSettings.dat
D:\System Volume Information\IndexerVolumeGuid
D:\slides\album support.png
D:\processed\scrap-002.jpg
D:\processed\scrap-003.jpg
D:\processed\scrap-004.jpg
D:\processed\scrap-005.jpg
D:\processed\scrap-006.jpg
D:\processed\scrap-007.jpg
D:\processed\scrap-008.jpg
D:\processed\scrap-011.jpg
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D:\processed\scrap-016.jpg
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D:\processed\scrap-025.jpg
D:\processed\scrap-026.jpg
D:\processed\scrap-027.jpg
D:\processed\scrap-031.jpg
D:\processed\scrap-032.jpg
D:\processed\scrap-033.jpg
D:\processed\scrap-034.jpg
D:\processed\scrap-035.jpg
D:\processed\scrap-001.jpg.jpg
D:\processed\scrap-009.jpg
D:\processed\scrap-010.jpg
```

The list easily shows problem in names

Name	Date modified	Type	Size
CaptureOne20.Win.13.1.2.35	10/1/2020 2:10 PM	Application	481,119 KB
slides	10/13/2020 4:55 PM	File folder	
processed	10/1/2020 5:44 PM	File folder	
examples for MAMA lecture	10/14/2020 12:29 ...	File folder	
camera files	10/14/2020 12:29 ...	File folder	
list	10/14/2020 12:30 ...	Text Document	2 KB

Here is the window with the text file

The directory command

File name accuracy is important. Here is one routine the National Archives and Records Administration (NARA) uses to check file names. In a command prompt, a DIR command is used to create a text file. The text file is checked prior to uploading images into the NARA catalog.

Mistakes in naming can result in multipage documents being created out of order. In this example, image number 1 appears after image 35 by mistake.



The same set of images, three file formats used in our workflow

TIFF - Long-term archiving and as a source file (may not be cropped / can contain color bars for highly accurate representation of images). This format is best for master images or highest quality versions. File size is typically larger.

JPG - Smaller file size images of JPG make optimal versions for access, storage, and distribution of images. Also JPG is used for the creation of multipage versions in PDF.

PDF - As an end product, it's used for multipage versions, reducing complexity of viewing and accessing multiple single images.

Tip: Avoid *multipage TIFF* file format. They are not fully supported by viewing and editing programs on computers.



EXAMPLE WORKFLOW OF DIGITAL IMAGES

1. QC for completeness (checking screen to originals)
2. Optimization of contrast, color, and cropping
3. Rework / reshooting / rescanning when needed
4. Final file naming and sequencing (batch renaming)
5. Creating access versions (multipage PDF for example)
6. Distribution (website, catalog, exhibit kiosk, etc...)
7. Archiving

Tip: Batch rename utility is needed for this type of work. This allows file names to be changed to match naming rules and for files to be correctly sequenced when renaming. Adobe Bridge and Photoshop have a batch renaming utility. Other utilities can be found online.



Storing Images

Ready access to digitized originals may depend on your organization / institution having network storage or cloud storage available.

Best Practices

- Have more than one copy.
- Keep images on imaging device or camera storage card until they have been processed fully. This will protect you from having to reshoot or rescan due to losing images while they are being processed.
- When image processing work is completed, “archive” images by storing them on a remote system, a separate hard drive system, or by maintaining an optical disc library (DVD, BluRay).



Feel free to contact me with any questions you might have on this topic.

Noah Durham
Supervisory Preservation Specialist
Preservation Programs Division
National Archives Records Administration
St. Louis, MO

noah.durham@nara.gov



After the broadcast . . .



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Email questions to
preservation@nara.gov

Video recordings of lectures and
downloadable handouts
will remain online at
www.archives.gov/calendar/genealogy-fair



Feedback

We value your opinion.

Please take a minute to complete a short evaluation. Your comments help us maintain the quality of our services and plan future programs.

Thank you!

Event Evaluation:
www.surveymonkey.com/r/KYREventEval



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KNOW YOUR RECORDS

National Archives and Records Administration



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Educational resources on how to access and do research using U.S. Federal Government records held at the National Archives and Records Administration.

Know Your Records

www.archives.gov/calendar/know-your-records

Videos and handouts on **You**Tube



Questions & Answers in Chat

Please stay if you have questions.

Although this concludes the video portion of the broadcast, we will continue to take your questions in **Chat** for another 10 minutes.



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