Curated Digital Project Case Study:
The Queens Memory Project

Step 1: Defined Project Mission Within Each Partner Institution
Step 2: Established Workflow & Division of Responsibilities
Step 3: Established Tools and Guidelines
Step 4: Developed User Interface
Step 5: Invited Participation
Natalie Milbrodt
Digital Content & Strategy Coordinator, Queens Library
Director, Queens Memory Project
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Digital Projects

The Department of Special Collections and Archives aims to make its collections widely accessible and to bring 20th century materials forward into the 21st century. Several digital projects have been created to showcase collection highlights.

Civil Rights

For information about the overall collection, visit our collections and finding aids page.

The Civil Rights Movement Archives features digital reproductions of photographs, print materials, artifacts and more.

The Queens College Occupy Archive features digital traces, print ephemera, and oral histories gathered during Occupy Wall Street events.

Digital Metro New York Grant Project

The Digital Metro New York Grant Project Website was a collaboration between Rosenthal Library and the Graduate School of Library and Information Science (GSLIS) at Queens College. Launched by Steve Barte, former Queens College Archivist, Claudia Perry, Associate Professor of the GSLIS, and Rolf Swensen, Social Sciences Librarian, in Spring 2005, it was completed in 2006. Its objectives were to explore the digitization process and make available online the history of the College, drawn from the College Archives, to show the integral place of the College in the Borough of Queens and New York City. Students in GSLIS were introduced to CONTENTdm data management software, SilverFast Scanning Software, Adobe Photoshop, and Optical Character Recognition (OCR) software. The archives provided material for digitization and expertise in the preparation and organization of information and use of metadata for cataloging. The archival materials scanned, cataloged, and uploaded to the website of the funding organization, Metro, were drawn from:

1. Typescript correspondence in the College Presidential records,
2. The People's College on the Hill, a book of essays and photographs published by the College on the occasion of its fiftieth anniversary in 1987,
3. Part of the College's first yearbook, the 1941 Silhouette, containing historical reminiscences from the period and photographs of the campus and college community,
4. Student magazine covers and flyers for student events, and
5. Archival transparencies and photographs.

Office Information

Department of Special Collections and Archives
Queens College Libraries, CUNY
Benjamin Rosenthal Library RO317
65-30 Kissena Blvd.
Queens, NY 11367-1597

Phone: 718-997-3650
QC.Archives@qc.cuny.edu

Hours

Reference and research assistance is offered to researchers by appointment only. Please send an email or call us to schedule an appointment.

Related Links

CUNY Catalog
Benjamin Rosenthal Library
the GSLIS, and Rolf Swensen, Social Sciences Librarian, in Spring 2005, it was completed in 2006. Its objectives were to explore the digitization process and make available online the history of the College, drawn from the College Archives, to show the integral place of the College in the Borough of Queens and New York City. Students in GSLIS were introduced to ContentDM data management software, SilverFast Scanning Software, Adobe Photoshop, and optical character recognition (OCR) software. The archives provided material for digitization and expertise in the preparation and organization of information and use of metadata for cataloging. The archival materials scanned, cataloged, and uploaded to the website of the funding organization, Metro, were drawn from:

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Print History

For information about the overall collection, visit our collections and finding aids page.

The Artists' Books site was created and designed by graduate student Deborah Tint and showcases 31 individual artists' books from the collection.

The Print History site is currently under development and will be a visual, interactive portal for exploring our rare books collection as well as other print history collections such as 'zines.

Queens Memory Project

For information about the overall collection, visit our collections and finding aids page.

The Queens Memory Project is a collaborative digital archive by Queens Library and Queens College featuring oral history recordings, photographs, maps, news clippings, ephemera, and other records documenting contemporary life in Queens, New York.

Seamen's Church Institute

For information about the overall collection, visit our collections and finding aids page.

The Seamen's Church Institute Archives Digital Collection features six series of digitized content: Annual Reports, Minutes, Photo Scrapbooks, Photographs, Chaplains’ Journals and The Lookout.
Collection Information

This unique reference collection consists of specialized books and publications, many of them issued in limited editions; newspapers, both current and those which have ceased publication; family manuscripts; historical maps and atlases including Belcher Hyde and Sanborn Company maps; late 19th- and early 20th-century photographs.

How to Access

Customers can access the division’s holdings through a number of methods. These methods are based on the type of material.

- **Books and magazines** accessible through Aqua Browser (the Library’s online catalog), the Division’s card catalog and OCLC
- **Manuscripts** accessible catalog records through Aqua Browser, OCLC, RLIN and Excelsior and accessible finding aids through Manuscripts Gateway and ArchiveGrid
- **Maps & Atlases** tables organized by type of map and location.
- **Photographs** in-house searchable image database.
- **Vertical files** in-house index divided by subject and neighborhood listing the contents of the vertical file.
- **Newspapers** listed by title and area covered, also listed on the New York State Newspaper Project’s website.
Mission impacts curation
Elements of our mission:

1. Document life in the borough: Scope

2. Democratize the archives: Create opportunities for participation

3. Increase use of the archives: Get content online and in classrooms

4. Establish and enrich community partnerships: Follow their lead on content directions

5. Equalize perceived value of oral history records with other primary sources: Create clips and relationships

6. Be an educational resource: Serve diverse needs as a flexible tool for exploration and self-publication in an archival framework.
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**Queens Library**
- Digitization by professionals
- Cataloging by professionals
- Domain name and hosting
- Long-term preservation
- Infrastructure for community outreach

**Queens College**
- Digitization by students
- Cataloging by students
- Content creation (interviews, photos, wild sound)
- Development via graduate Archives student research
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Queens Borough Public Library’s Best Practices for Digitization

This document was created using a combination of best practices from Collaborative Digitization Program [www.bcr.org/cdp/index.html](http://www.bcr.org/cdp/index.html), Library of Congress’ American Memory Technical Information memory.loc.gov/ammem/about/techIn.html and AHDS, Arts and Humanities Data Service Guide to Good Practice ota.oucs.ox.ac.uk/documents/creating/cdet/. The majority of the content is taken directly from the Library of Congress’ best practices which are very extensive.

Still Objects
General rules
File Formats
Preservation masters – TIFF
Derivatives from preservation master – JPEG

All objects will be scanned at grayscale or color depending on the following:
Grayscale – all originals that have just black and white
Color – all originals that have any other color besides black and white including black and white text with a minimum of 1 color notation

Each object shall be scanned as specified in the task at a specifically stated spatial resolution appropriate for the material being scanned. The resolution requirement will be specified in pixels-per-inch (ppi). Spatial resolution is only achieved utilizing the optical resolution capabilities of the equipment employed to capture the image not through interpolation.

<table>
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<th>Resolution</th>
<th>Bit depth</th>
<th>Grayscale factors</th>
<th>Color accuracy</th>
<th>Notes</th>
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<td>400ppi</td>
<td>*8-bit color</td>
<td>18 steps, 5.5 f-stops, Y channel noise &lt;=5%</td>
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</tr>
<tr>
<td>Music: sheet music, annotated scores, music manuscripts</td>
<td>400ppi</td>
<td>*8-bit color</td>
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</tbody>
</table>

**General Note**

- **OH**: 01m 27s
- **hh:mm:ss**
- **Add total running time**: 

**Relevant entities**

- **Relationships**: 

**Fields recorded**

- **RI**: Record
- **GO**
- **TGR**: Georeferencing

**Additional information**

- **Title**: Title
- **Type of Title**: Type of Title
- **Alternate Title**: Alternate Title
- **Material and Measurements**: Material and Measurements
- **Physical Description**: Physical Description

**Map details**

- **Maps**: Maps
- **Books**: Books
- **Name Clippings**: Name Clippings
- **Oral Histories**: Oral Histories
- **Wild Bound**: Wild Bound
- **Images**: Images
- **OIO Field Label name**: OIO Field Label name
- **Screen Name**: Screen Name
- **Restrict to**: Restrict to
**Alternate identifiers**

- Christensen_1_2

**Title**

- Ice skating in the park

**Alternate titles**

- 在公園滑冰
- 파크에서 스케이트 타기

**Type**

- Chinese
- Korean

**Date**

- June 22, 2010

**Physical Description**

- Digital audio

**Total Running Time**

- 0h 1m 27s

**General Note**
Queen's Memory Project

Guide to Queen's Memory Project Digital Archive Styles and Standards
Last updated 7/10/2012

General Notes about using Collective Access:
- Each cataloguer will have his/her own username and password. This will help to distinguish changes made by different users in the logs created automatically with every change to the system.
- If C.A. sits idle for too long, it will automatically sign you out. Generally, the system is designed to make frequent changes; before you can continue work on new pages, but it is smart to save your work before stepping away for a break.
- As a general rule, leave fields blank if you don’t have the information to fill them correctly, or if the options automatically generated are not quite right.
  - Notify Natalie about fields you could not complete.
- “Identifier” numbers will automatically generate once we move to a different server, so for now, don’t worry about ever filling them in or expecting to see them generate after you save. These will eventually be unique numbers for each record.
- If you want to see how a record will appear to the public, you can set the “Access” field at the top of the Record page to “accessible to public” and then look at it on the live site, www.queensmemory.org.

**Names**
- Access
  - Make Access: Public for all names (places, events, collections)
  - New Entities (individuals, organizations) are automatically public.
- QC and QPL are always referred to as:
  - The Archives at Queens Library
  - Queens College Libraries’ Department of Special Collections and Archives
- Maiden names
  - Entity Records: Indicate a married woman’s maiden name in the Alternate Names page in her Entity Record
    - Prefixes field: use “Miss”
    - Forename
    - Surname
    - Display name: use forename and surname
    - Ex: McQuilling, Annalou
  - Object Records: Indicate a married woman’s maiden name in the summary field (not the title field)
Standards and Best Practices
July 10, 2012 | Leave a Comment

This website contains resources developed and adopted by the Queens Memory Project team to create and maintain our collaborative digital archives. Each blog post (listed in the column to the right) is dedicated to a different aspect of the project. Our intent is to make this information available to other organizations developing similar projects and also to students interested in our process.

The other goal for this website is to provide community members with simple guidelines to help them produce and donate records to the QMP. The "Forms for Participants" menu (to the right) provides easy access to the guidelines and forms needed to participate in the Queens Memory Project.

Among the contents of these blogposts are training materials, a cataloging manual for our CollectiveAccess database, and digitization guidelines. If you are interested in learning more about the Queens Memory Project, please contact QMP Director, Natalie Milbrodt, Natalie.Milbrodt@qc.cuny.edu.

Using Analytics
April 28, 2012 | Tagged analytics, social networking, user tracking | Leave a Comment

By: Kristin Resurrection

An online digital archive like the Queens Memory Project is constantly evolving with every user interaction and administrative mediation, in addition to the ever-shifting environment of the World Wide Web. In an effort to improve the QMP’s relevance and effectiveness online, we have recently applied the use of free Web analytics software to track activity on the project’s website and social networking accounts.
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Ice Skating in Kissena Park

Annalou Christensen describes going as a child to ice skate in Kissena Park, just a short trolley ride south from her home in Waldheim, Flushing. This trolley car is the one she would have taken and these skaters are using the same pond she skated, over thirty years later.

Today the park no longer offers ice skating, but the Q65 bus follows the same route between Flushing and Jamaica that the trolley car used to take when Mrs. Christensen was a girl.
Search Results

"flushing meadows" returned 38 results

By Person
By Place
By Year
By Media Type
By Events
By Collection
By Repository

Queens College
Queens Library

MAP RESULTS
VIEW IN TIMELINE
Borden Avenue and 2nd Street, 1898

**Date Created:** 1898, **Type:** Image

**Summary:** Street scene in the Hunters Point section of Queens on Borden Avenue near 2nd Street. Includes the Long Island City Hotel and trolley. This area is adjacent to a ferry landing on the East River.

**Physical Description:** 4 1/2 x 5 1/2 inches

**Format:** Photograph, Black & White

**Repository:** Archives at Queens Library

**Collection:** Illustrations Vertical Files

**Terms**

**Long Island City**
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Image: Beverly Arms Apartments

Date: circa 1920
Time Period: circa 1920
Medium: 8 x 10 inches  Black and white print

Summary: Apartments and tenements - Beverly Arms Apartments, exterior - 42-40 Bowne Street - Southwest corner of Bowne Street and Beech Avenue.

Subject: Apartment houses [sh85005908]

RELATED ENTITY
Chamber of Commerce (Queens, New York, N.Y.)
(publisher)

RELATED PLACE
Beverly Arms Apartments (depicts)

RELATED COLLECTION
The Chamber of Commerce of the Borough of Queens Records at The Archives at Queens Library (is part of)

Tag/Comment
Add to Collection +
See more of this item +

USER COMMENTS
These massive apartment buildings began the transformation of Flushing from a suburban/rural area to one of the more densely and diverse neighborhoods in Queens.

John Hyslop, 2/1/2013

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Queens Memory Project aims to record and preserve contemporary history across the borough of Queens, New York City. Visit: http://www.queensmemory.org/

Follow: @QueensMemory
It's not a secret anymore! On this day in 1930 Mrs. Steel hosted the Flushing Chapter of the P.E.O Sisterhood in her home on 166th Street. P.E.O, a woman's "secret" organization still operating today, aims for the advancement of women through philanthropy, education, and culture. Let us know if you or anyone in your family have been members here: http://goo.gl/8VKN
Queens Library Branches

Queens Library...

...has among the highest circulation in the nation
...serves more than two million people
...offers thousands of free programs each year
...is your community information and cultural center
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...has among the highest circulation in the nation  
...serves more than two million people  
...offers thousands of free programs each year  
...is your community information and cultural center
Queens College student, Tess Hartman with Saint Michael's Roman Catholic Church members, 2011
Students have created over 600 public records.

They earn credit, volunteer and sometimes earn grant-funded stipends to perform all functions of the QMP:

Archival Processing  
Cataloging  
Community Organizing  
Digitization  
Donor Relations  

Exhibit Curation  
Graphic Design  
Interviews  
Photography  
Policy Drafting  

Research  
Social Media  
Sound Editing  
User analysis

We aid their efforts with free resources:
- Individual Project Planning for Graduate Study  
- Curricular Modules for Undergraduate Courses  
- Workshops  
- Guidelines and Forms
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