Your Digitized Legacy: What It Is and How to Protect It, Part 2

Overview:

Did you know you have a legacy? Any documentation can be part of your lasting mark that you will leave for your family and friends. Your legacy could consist of not only birth certificates, deeds, journals, and other standard documents, but also the stray photo, recipes, craft projects, even 3D objects. In this two-part class series, you will learn what can be included in your legacy and ways you can protect it.

What is digitization?

Digitization is the act of converting an object or document into a digital form saved online, on an external drive, or in another digital place. Digitization is important not only for sharing between friends and family, but also for protection. If anything were to happen to the original, you have a digital copy saved in another safe location.

Part 1 of this series will explore the many different options available to you through the Wellesley Free Library. Have you heard about our Library of Things? This unique and ever-expanding collection offers many different materials and objects for you to take home, like puzzles and a microscope. New to the Library of Things: “Save Your Memories Kit!” This kit includes the items discussed in this class.

Part 2 will cover storage and organization options for your digital files.

So you have digitized your legacy! Now what?

It is time to decide how and where you want to store your digital files. There are many options available to you depending on how you wish to use your digitized legacy.

First: decide whether you simply want to store your files for safekeeping. This could take the form of physical storage on an external hard drive, or storage online or in the cloud.

Another option is to organize your files in an online storage space that you can share with friends and family. More on this later.

Storage for Safekeeping:

Protecting your digital files can come in the form of simple storage. We recommend using two separate storage spots, if budget allows. This ensures a backup exists.

External hard drives are a great storage option. They can be relatively inexpensive, and range in size. Depending on how many files you have, there are plenty of affordable options out there.
• Large thumb drives may be a great option depending on the size of your legacy. They are portable, easy to store, and easy to send to friends and family if you wish to distribute your legacy.

• Larger external hard drives could take the form of a small, brick-like piece of equipment you simply plug in to the USB port in your computer. You can then save your legacy on the hard drive, unplug, and store in secure location (such as a safe or firebox).

• If you have large files, or a lot of them, external hard drives can take the form of large towers that have a lot of space. They can be expensive, but the idea is the same: an external location you can keep safe.

Cloud Storage is also an option for those who want to digitize their legacy for safekeeping. Please note that many cloud storage options offer a certain amount of space for free; anything large can require a paid subscription or purchase.

• Dropbox is an online storage space that is also collaborative. If you are working with fellow family members to create a conglomerate legacy, Dropbox might be perfect for you! However, Dropbox will only allocate 2GB of free space; more space is based on a paid subscription.

• Google Drive is another online storage space that has collaborative capability. Google will give you 15GB of free space, but it includes space taken up by your gmail account. More space is available for purchase, and is somewhat more affordable than Dropbox:
• **Apple iCloud** is an option for those who already use Apple products. It is easy to use with your current Mac, and also has storage space pricing options, with 5GB of free space.

<table>
<thead>
<tr>
<th>Included 5GB</th>
<th>Good for safely storing all the basics, like contacts, calendars, and notes.</th>
<th>Free</th>
</tr>
</thead>
<tbody>
<tr>
<td>Most Popular 50GB</td>
<td>Recommended for storing your photos, videos, files, and apps and backing up your device.</td>
<td>$0.99/month</td>
</tr>
<tr>
<td>Lots of Photos 200GB</td>
<td>Good for families or one person with lots of photos and videos.</td>
<td>$2.99/month</td>
</tr>
<tr>
<td>Great for Families 2TB</td>
<td>A lifetime of photos, videos, and everything else for you and up to five family members. Ideal for families to share.</td>
<td>$9.99/month</td>
</tr>
</tbody>
</table>

• **Amazon** now has cloud storage. 5GB come free with an Amazon Prime subscription, with unlimited storage for photos. Further space is available:

Prime Photos
- Unlimited storage for photos
- 5 GB for videos, music, and other files
- Free apps for your devices

Included with Amazon Prime
Learn more about Amazon Prime

Amazon Drive storage
- For photos, videos, music, documents, and more
- Accessible via phone, tablet, or computer
- Safe and private with Amazon security

Try it free for 3 months

The Wellesley Free Library offers individual classes on DropBox and Google Drive.
Other Online Options:

- **Flickr** is an online service that hosts your photos and videos. You can store up to 1TB of media for free, as well as share photos and participate in online discussion. Flickr is a great way to share photos with friends and family. Simply create an account and upload your files. Flickr also now offers an app that you can set up to automatically upload photos you take with your phone. Please note that Flickr requires a Yahoo account.

- **YouTube** is a great resource for those of you who love home videos or keeping video. It is also easy to share with friends and family. However, please note that YouTube will not keep files of your uploaded content, but only stream it. Be sure to keep a backup of your files. YouTube also allows you to make your content private, which only enables people you invite to view your content.

The WFL also offers individual classes on Flickr and creating a YouTube channel.

**Using Omeka to create an online exhibit to share with family and friends:**

Omeka is an open source software created for libraries, archives, and museums, but can be adapted for individual use. Please note that using Omeka necessitates learning about information organization best practices.

Like the storage options above, Omeka provides a free subscription with limited design capability and 500MB of space. In order to gain more space or design options, Omeka offers a variety of subscriptions:

<table>
<thead>
<tr>
<th>Plus</th>
<th>Silver</th>
</tr>
</thead>
<tbody>
<tr>
<td>For individual users.</td>
<td>Best for most users.</td>
</tr>
<tr>
<td>2 GB storage</td>
<td>5 GB storage</td>
</tr>
<tr>
<td>2 site(s)</td>
<td>5 site(s)</td>
</tr>
<tr>
<td>20 plugins Compare</td>
<td>29 plugins Compare</td>
</tr>
<tr>
<td>8 themes Compare</td>
<td>8 themes Compare</td>
</tr>
<tr>
<td>$35.00 per year</td>
<td>$75.00 per year</td>
</tr>
</tbody>
</table>

Select
Omeka allows you to create collections (like folders) on your site where you can organize your materials. Omeka is unique in that:

1. You can tag items to make it easier for family members or friends to browse amongst their interests.
2. You can add plenty of metadata (data about data) so that your collections can expand as your legacy grows. This means that there are plenty of places to add as much information as possible for your future family members.
3. There are many organizational tools available to help you maintain your legacy and make it useable.
4. Your site has a URL that is easily shared amongst friends and family. The above storage options require you to share a login, or to physically share a thumb drive/external hard drive. Omeka makes it as easy as sending a link.

**Omeka Starter Guide**

1. Sign up for your free trial at [www.omeka.net](http://www.omeka.net) by clicking on “Learn which plan is right for you” and “Start Free Trial.”
2. You will be prompted to create an account with an email and password.
3. Omeka will send you a verification email.
4. Once your account is created and verified, you can begin creating your page.

**Uploading Your Legacy**

1. Navigating from your Dashboard, you can view your items (individual files), collections, etc.
2. Upload files by clicking on “Items” and the “Add an Item” button.
3. Here, you can enter the information you know about this file, such as a title, subject, description, contributor, etc.

4. Add item type by clicking on the “Item Type” tab; this allows you to choose the type of file format, such as whether your file is a photo, video, sound clip, etc.

5. Upload the file by navigating to the “Files” tab and add tags under the “Tags” tab.

6. Create different collections by using the “Collections” tab on your dashboard, and add items to collections as you upload.

7. You can make certain items private if you wish, or feature a few items you think are extra special.

Below is a short glossary of terms you may want to use in Omeka to describe your items. The more information you add now, the better off you will be!

**Title:** choose a title for your item. As we discussed in Part 1, a title for your item should accurately describe what is happening in the item. Since Omeka will be an online exhibit, you do not have to adhere to strict file naming conventions you set up when digitizing your legacy, but you can if you wish. For example: the file named “Florida_2015_DinneratGrandpas” can simply be called “Dinner at Grampas” in Omeka, as long as it is in the correct collection called “Florida 2015.”

**Subject:** the subject of the item. If it is a photograph, who is in the photo? If it is a child’s drawing of the family dog, what is the family dog’s name? If it is a sound recording, who is speaking or performing? For collections, the subject could be expanded to encompass every item.

**Description:** provide as much information as you can in your description. For example: “Dinner at Grandpas’ is a photograph of the Doe Family having dinner together in the residence of Grandpa Smith’s house on Water Street. The photograph was taken just after dinner was finished and before John dropped the cake! We had barbeque and Grandma’s famous potato salad.”

**Creator:** who made the item(s)?

**Contributor:** anyone who helped make the original piece. For example: a piece of artwork created originally by Jane Doe, but completed or restored by John Doe. John Doe would be a contributor.

Feel free to add as much or as little information as you seem fit.

Send the URL to your Omeka page to friends and family to share your legacy!