



# Personal Archiving

Hannah  
Digital Literacy Specialist

What is personal  
archiving?



- “Personal archiving refers to the collection, management, and preservation of personal and family materials”
  - From *The Complete Guide to Personal Digital Archiving* by Brianna Marshall



## Last Week

Sorting and selecting (Collection)

Preservation and storage (Preservation)

Digitization (Preservation/Management)



## Today

Organization (Management)

Metadata  
(Management)

Digitization Plan



# A few Notes:

1. Click, Right Click, Double Click
2. Ask questions
3. Help your neighbor



# Metadata

- “Data about data. Structured information describing objects for a variety of purposes”
  - ODLIS







# Thank You

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