northerncatskillshistory.com

I DON'T KNOW ENOUGH
Types of Local History Resources

Gerry Stoner

My friends and acquaintances—and this includes you—go to talks and presentations on local history, and so I am continually surprised when this circle of friends—and this still includes you—says that they don't know enough about local history to be able to retell it.

In part, you may be right—you may not yet have the insights and knowledge to write a great American history right off the top, but you can access people, documents, pictures, and artifacts that tell great stories.

Objective: Develop a catalog of people and items that would interest other like-minded people.

You can easily make a list of people who have lived local history, and you can also list documents, pictures, and artifacts that you know about and can access.

People:
Your most useful resource for local history will be the seniors and county, town, and village historians of your area—they have lived and recorded events in the town and may have artifacts, clippings, and stories dating back the 70–80 years of their own lives, and an additional 20–50 years from their parents and grandparents. Friends of mine in their eighties have great memories, can recount details from three generations that go back about 100 years, and have contributed to at least 20 articles in the last 10 issues of the Newsletter.

Start an address book for these people— I use a database (many use Excel spreadsheets) to keep track of my work on local history. The integrating power of the computer is awesome, but you may feel more comfortable with Excel spreadsheets, index cards (use big ones), or 8 1⁄2-by-11 paper. Use what is comfortable and will help you to organize your thoughts.

Interviewing a parent or grandparent creates a wondrous win-win partnership— the younger partner learns about familial roots and an earlier time in their history, while the older partner has an opportunity to pass on fundamental values of the culture.

A friend of mine is writing her own memoir of recollections and including pictures of her parents, friends, and relatives. Her brother has undertaken the same exercise and they are amazed at how these two works on the same topic vary and enrich their lives!

Documents:
Documents provide another fertile area of exploration— from family Bibles to scraps of paper, diaries, letters, pamphlets, and registers— basically, anything that is printed, typed, or written.

Some documents have the great additional benefit that they can be republished with minimal effort on your part. Bob Morrissey has letters from the Civil War: he wrote a short note on the provenance of these letters and transcribed their contents for the Newsletter. Voila! Bob has five articles for newsletters or websites.

The major drawback to documents: people forget they are in the attic while mice remember their location exactly. Protect them!

Pictures:
Original photographs of locally important people, places, and activities are worth more than the proverbial thousand words, and they have amazing detail. "Digitizing" them with a good scanner and computer restores detail for future generations.

Printed pictures published in magazines, books, or postcards don't have nearly the detail that original photographs do, and digitizing them may introduce moiré patterns as a result of the original printing process. Nevertheless, it is essential that all pictures be digitized!

If you have a trove of pictures that are indeed of interest, contact the historical society or library nearest to where the pictures were taken and ask them to scan the pictures. You can retain the original, but allowing the library/society to retain electronic files insures you against future loss. You can also take the files to a photo service and make new "originals" for your friends and relatives.

Artifacts:
Yankee Magazine had a long-running artifacts feature in which an item would be photographed with the caption "What is it?" A functional equivalent for the Catskills could include coverage of artifacts ranging from the Gilboa fossils of 3.5 million years ago to nineteenth-century doohickeys, whatchamacallits, and gilgoys.

Take pictures of these items and record as much information as possible about their history and use. If you have questions about the item, send copies of the pictures and provenance to your historical society, library, or www.northerncatskillshistory.com and ask these organizations to fill in the blanks.

This article is one of several to help you document local history. Other articles will help you convert your interviews, documents, pictures, and artifacts into documentation of your local history that can be shared with your community.

Assignment: Most historical societies close down for the winter, and non-migratory neighbors tend to fight cabin fever by going to the Saturday or Sunday afternoon movies in Hunter, at the Power Authority, or another venue. While these may be fun, I hope you set up this alternative: host a series of workshops using this article as a focus and start to document your own local history.

.pdf file   audio file

To use this article in your newsletter or as a handout, click into the article; select all; copy; and paste into a MSWord file.

Please remember to let us know of this use so that we can let the author or other interested parties know.
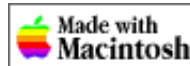
To subscribe or unsubscribe to this site, click here and select northerncatskillhistory (top left link).
Fill in your email address, name (optional), and a simple password.
You will receive an email confirming your intent
Respond to it to subscribe or unsubscribe to northerncatskillhistory.com

WHELMING OPERATIONS
Use Organization So They Don't Become Overwhelming

Gerry Stoner

You will deal with personal interviews, documents, photographs, and artifacts: keeping track of all these items is going to be a challenge, but organization can reduce your anxiety and increase productivity.

Objective: Organize your materials so that you can quickly lay your hands on any particular item.

When dealing with items about your local history, you will want to have these five types of information. If you think about it, this is the information traditionally kept on a Library of Congress card in the library (in modern parlance, it is called *metadata*).

1. A unique name for each item of your collection (I use a 6-digit number assigned sequentially to each item).
2. A digital picture of each item (a picture of a book is not essential for historiography, but is a great help in finding the volume on your shelves!).
3. Detailed information on *where the item is to be stored*.
4. Detailed information on *where the item came from (establish provenance)*.
5. Detailed *description of the item and relevant details of the time in which it was created.*

You will be able to set up shortcuts for this information, and you can always add to a record than any time. Nevertheless, enter the most complete information that you know at the time of setting up the entry so that you never have to say "Duh, I forgot that!"

- Most women will be married at some time in their lives, and history will remember them by various maiden or married names. Include both names when identifying women in pictures.
- When listing names of people, record any uncertainty so that this information might be filled in later.
- Include alternate names for artifacts so that a "splitting gun" will not fall between the slats when searching for "dynamite wedge."
- Use alternative media that you might be comfortable with to record conversations with elders. A complete set of notes is great, but you might want to enlarge it by making an audio- or videotape. Taking a photograph of your source .

Recording this information

I hope you that you realize there will be a great deal of information that you will want to access, but I also hope you don't think that the effort is overwhelming. The following links describe record-keeping tools. No matter what your decision is, spend time planning your record-keeping system. You don't a zillion items in your collection and *then* realize your record-keeping needs to be redone.

<u>Looseleaf notebooks</u> : You can keep all of your information in looseleaf notebooks, entering the information on these five points as you go through your pictures, documents, etc. The disadvantage of scrapbooking is that you are limited to a single set of volumes: you cannot easily make an extra copy for a friend.

<u>Spread sheets</u>: You can lay out this information in Microsoft Office (either Word or Excel), and the benefit would be that you can search for any single item throughout your entire set of records. You can print additional copies as necessary, or share your file with others.

<u>Database applications</u>: You can store this information in a database application (Microsoft Office's Access [Windows] or Filemaker Pro [Macintosh]), with the benefit would be that you can search for any combination of items throughout your entire set of records. You can print additional copies as necessary, or share your file with others. Putin

[PastPerfect Museum](#) is designed specifically for local history, and offers a number of relevant templates. The disadvantage is that it is somewhat pricey.

This article is one of several to help you document local history. Other articles will help you convert your interviews, documents, pictures, and artifacts into documentation of your local history that can be shared with your community.

Analyzing Your Own Resources	***Creating Your Own Local History***
Organizing your information	Developing documentation from your resources
Organizing the people of your area	Genealogical work
Organizing the documents of your area	Validating local history
Organizing the pictures of your area	Presenting and publishing local history
Organizing the artifacts of your area	***Courses and Support***

Assignment: Most historical societies close down for the winter, and non-migratory neighbors tend to fight cabin fever by going to the Saturday or Sunday afternoon movies in Hunter, at the Power Authority, or another venue. While these may be fun, I hope you set up this alternative: host a series of workshops using this article as a focus and start to document your own local history.

.pdf file   audio file

To use this article in your newsletter or as a handout, click into the article; select all; copy; and paste into a MSWord file.

Please remember to <u>let us know</u> of this use so that we can let the author or other interested parties know.

To subscribe or unsubscribe to this site, click here and select northerncatskillhistory (top left link).
Fill in your email address, name (optional), and a simple password.
You will receive an email confirming your intent
Respond to it to subscribe or unsubscribe to northerncatskillhistory.com

WHELMING OPERATIONS
Use Organization So They Don't Become Overwhelming

Gerry Stoner

You will deal with personal interviews, documents, photographs, and artifacts: keeping track of all these items is going to be a challenge, but organization can reduce your anxiety and increase productivity.

Objective: Organize your materials so that you can quickly lay your hands on any particular item.

When dealing with items about your local history, you will want to have these five types of information. If you think about it, this is the information traditionally kept on a Library of Congress card in the library (in modern parlance, it is called *metadata*).

1. A unique name for each item of your collection (I use a 6-digit number assigned sequentially to each item).
2. A digital picture of each item (a picture of a book is not essential for historiography, but is a great help in finding the volume on your shelves!).
3. Detailed information on *where the item is to be stored*.
4. Detailed information on *where the item came from (establish provenance)*.
5. Detailed *description of the item and relevant details of the time in which it was created*.

You will be able to set up shortcuts for this information, and you can always add to a record than any time. Nevertheless, enter the most complete information that you know at the time of setting up the entry so that you never have to say "Duh, I forgot that!"

- Most women will be married at some time in their lives, and history will remember them by various maiden or married names. Include both names when identifying women in pictures.
- When listing names of people, record any uncertainty so that this information might be filled in later.
- Include alternate names for artifacts so that a "splitting gun" will not fall between the slats when searching for "dynamite wedge."
- Use alternative media that you might be comfortable with to record conversations with elders. A complete set of notes is great, but you might want to enlarge it by making an audio- or videotape. Taking a photograph of your source .

Recording this information

I hope you that you realize there will be a great deal of information that you will want to access, but I also hope you don't think that the effort is overwhelming. The following links describe record-keeping tools. No matter what your decision is, spend time planning your record-keeping system. You don't a zillion items in your collection and *then* realize your record-keeping needs to be redone.

Looseleaf notebooks *:* You can keep all of your information in looseleaf notebooks, entering the information on these five points as you go through your pictures, documents, etc. The disadvantage of scrapbooking is that you are limited to a single set of volumes: you cannot easily make an extra copy for a friend.

Spread sheets: You can lay out this information in Microsoft Office (either Word or Excel), and the benefit would be that you can search for any single item throughout your entire set of records. You can print additional copies as necessary, or share your file with others.

Database applications: You can store this information in a database application (Microsoft Office's Access [Windows] or Filemaker Pro [Macintosh]), with the benefit would be that you can search for any combination of items throughout your entire set of records. You can print additional copies as necessary, or share your file with others. Putin

PastPerfect Museum is designed specifically for local history, and offers a number of relevant templates. The disadvantage is that it is somewhat pricey.

This article is one of several to help you document local history. Other articles will help you convert your interviews, documents, pictures, and artifacts into documentation of your local history that can be shared with your community.

Analyzing Your Own Resources	**_Creating Your Own Local History_**
Organizing your information	Developing documentation from your resources
Organizing the people of your area	Genealogical work
Organizing the documents of your area	Validating local history
Organizing the pictures of your area	Presenting and publishing local history
Organizing the artifacts of your area	**_Courses and Support_**

Assignment: Most historical societies close down for the winter, and non-migratory neighbors tend to fight cabin fever by going to the Saturday or Sunday afternoon movies in Hunter, at the Power Authority, or another venue. While these may be fun, I hope you set up this alternative: host a series of workshops using this article as a focus and start to document your own local history.

.pdf file   audio file

To use this article in your newsletter or as a handout, click into the article; select all; copy; and paste into a MSWord file.

Please remember to let us know of this use so that we can let the author or other interested parties know.

To subscribe or unsubscribe to this site, click <u>here</u> and select <u>northerncatskillhistory</u> (top left link).
Fill in your email address, name (optional), and a simple password.
You will receive an email confirming your intent
Respond to it to subscribe or unsubscribe to northerncatskillhistory.com

Scrapbooking
The Nation's Biggest Hobby

Fran Nantista

Scrapbooking is one of the most popular hobbies of all time. Many of us kept scrapbooks when we were young, but as you look at them now, you see how your photos have yellowed and the glue has dried. Scrapbooking today has a new meaning: a way of preserving history, photos, and souvenirs without yellowing or having things fall off the page.

The most important aspect of scrapbooking is to be sure to use only acid-free papers. As you shop for supplies, the labels will state acid-free or lignin-free (these are equivalent in meaning for our purposes), and even glues are labeled with these statements.

Some basic tools are an absolute must. A good 12-inch cutter is the only size to get as most acid-free papers are 12 x 12 inches. These "papers" include paper, cardstock, and vellum (a translucent paper). A decent pair of scissors should be kept on hand for trimming as well, and a small pair of scissors works best if you want to cut out small items. Most scrapbookers use a tape runner—a continuous roll of acid-free, double-sided tape in a dispenser, and there are several different brands on the market, but it is best to select a permanent adhesive. All of these supplies are available at Joann stores, A.C. Moore, and Michaels. Scrapbooking Studio is a small specialty store at 10473 State Highway 23 in Davenport Center; Oneonta and Cobleskill Walmart stores both have scrapbooking departments; and online purchase can be made at www.Joann.com, www.ACMoore.com, and www.Michaels.com.

When scrapbooking old photos or historical documents, there are two options. The best is to have these photos color-copied or scanned into a computer and printed onto acid-free photo paper (color copying or scanning of black and white photos ensures that all tones will be present even though they still will appear to be black and white). The other option is to spray the photo with a deacidifying spray (this is not the best thing to do, as the spray is quite expensive and could even mar the photo). Newspaper articles should be handled in the same manner.

Once your materials have been copied, use the copies for your scrapbooks and keep the original photos out of the light. They may be kept in an acid-free scrapbook (keep the book closed most of the time) or in an acid-free photo storage box available at craft stores. If you use the computer for scanning your pictures, you can store the files on a DVD and give copies to your family.

When scrapbooking a genealogical book, it is best to keep your photos in chronological order. Organization is the key to having a well-presented work. Keep in mind that you do not have to use every photo in your possession. Sort through the available photos and choose the best. It is always a wise idea to make a title page for any themed scrapbook. Like any book, this announces your work.

"Journaling" is anything written on the page. If you create a title for your page or wish to name each person in your book, it is wise to have this information at hand. If your handwriting is not legible or even if you just don't like it, do your "journaling" on the computer. Many fonts are available as well as many colors.

A "layout" is how you design your page. How many photos will be on the page is totally up to you. It is best when doing an entire book with a "theme" and to choose simplicity over busy. Choose a background paper, two colors to "mat" your photos, and one printed paper. Use these on each "double-page" spread and use them differently. A "mat " is a piece of acid-free card stock or paper that is usually about 1/8 inch larger than your photo. This will outline your photo. You may mat each photo twice, the second mat of a different color and an additional 1/8 inch larger than the first mat. This will make your photo visually pop off the page. Do the same with your titles, descriptions, or names used on the page.
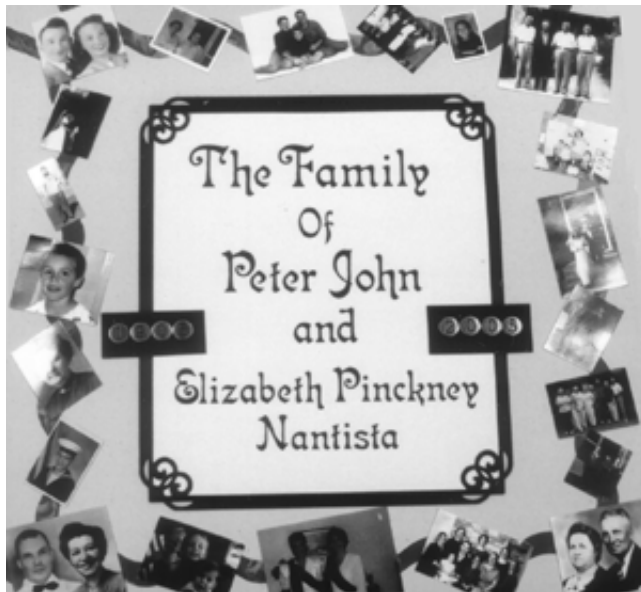
The title page from my family's historical album. grandmother used.

The background is a copy of the passport my great-grandmother used.

A double-page spread is a two-page layout made to coordinate with each other so that when your book is opened flat, you have a 12 " x 24 " spread.

Once you begin to "scrapbook " you will see things with scrapbook possibilities (such as period buttons, fibers, or yarns) to make your pages more interesting. Even though these are not acid-free, you should have no worries as long as your photo does not touch them. If you always remember to mat your photos at least once, anything not acid-free that is under the photo will not affect your photo because it is protected by the acid-free mat.

Albums today come in 6 x 6", 8 x 8", 8 1/2 x 11", and 12 x 12" sizes, and pages can be added as needed. There are two varieties: strap-hinged and post-bound. The straps seem to deteriorate over time, so I use the post-bound variety that has the additional advantage of being able to add posts, spacers, and pages to make larger albums (the narrow spacers are placed in the spine between pages as necessary, and allow even a large album to lie flat).

All albums purchased come with page protectors: clear, acid-free plastic sleeves into which your pages are slid once they are completed. These keep each page from touching another page and destroying the acid-free environment.

Each layout of your pages can be different and could contain as many photos as you can fit. Many photos can be cropped to eliminate the extraneous things in the background so their size can be minimized and will highlight the main area of the photo. A scrapbook page is a work of art and only you have to be satisfied with the outcome.

Using as many acid-free products as you can will ensure that your album will be around in a hundred years for someone else to view with as much interest as you had making it. Adding a dedication page either at the beginning or at the end of your scrapbook will ensure that your descendants will know to save your work. I, personally, have left mine in my will to my godson with explicit instructions not to destroy it, but to share it as well.

Fran Nantista spent 25 years as an administrator for a physician 's group, retired, and became a NYS registered child care provider. She has been scrapbooking for 13 years and leads the Scrapbook Social at Joann's store in Northway Mall.

Analyzing Your Own Resources	***Creating Your Own Local History***
Organizing your information	Developing documentation from your resources
Organizing the people of your area	Genealogical work
Organizing the documents of your area	Validating local history
Organizing the pictures of your area	Presenting and publishing local history
Organizing the artifacts of your area	***Courses and Support***

Assignment: Most historical societies close down for the winter, and non-migratory neighbors tend to fight cabin fever by going to the Saturday or Sunday afternoon movies in Hunter, at the Power Authority, or another venue. While these may be fun, I hope you set up this alternative: host a series of workshops using this article as a focus and start to document your own local history.

. pdf file   audio file

To use this article in your newsletter or as a handout, click into the article; select all; copy; and paste into a MSWord file.

Please remember to let us know of this use so that we can let the author or other interested parties know.

To subscribe or unsubscribe to this site, click here and select northerncatskillhistory (top left link).
Fill in your email address, name (optional), and a simple password.
You will receive an email confirming your intent
Respond to it to subscribe or unsubscribe to northerncatskillhistory.com

SPREAD SHEETS
Using MSExcel to Organize Resources

Gerry Stoner

A spreadsheet like Microsoft Excel is considerably better than trying to control the data for your collection in a manual set of papers or in your own mind. You might want to read about databases as well before making a final decision.

Objective: Record the data of your collection electronically.

As discussed in Whelming Operations, there are 5 distinct categories of metadata that you should include:

1. A unique name for each item of your collection (I use a 6-digit number assigned sequentially to each item).
2. A digital picture of each item (a picture of a book is not essential for historiography, but is a great help in finding the volume on your shelves!).
3. Detailed information on *where the item is to be stored*.
4. Detailed information on *where the item came from (establish provenance)*.
5. Detailed *description of the item and relevant details of the time in which it was created.*

The Excel printout of an entry for a class picture taken at Stamford's Rexmere Hotel is shown below. The metadata states that item number 10045 is a picture that was taken in 1935. It was scanned and the high resolution scan is located in the archives of the Gilboa Historical Society Newsletter, volume 09.3. The picture was a gratis loan from Shirley Krutzscher in 2007, who has the original.

The description of this picture as it appeared in the newsletter listed the various people. "Gilboa School Trip to Stamford's Rexmere Hotel (now the Cyr Center): left to right, Mildred Case King, Inabelle Hubbard, Marjorie DeWitt, Esther Richtmyer Tompkins, Prof. Hagadorn, Evelyn Young Haskin, Pauline Faulkner, Maude Bailey Haskin, Hilda Osborn, Evelyn Hubbard Taylor, and (possibly) Otto Vroman. Photo courtesy of Shirley Kutzscher."

```
Metadata

I.D. Number:      10045
Type:             Picture
Date:             1930+
Format:           Scanned
Current Location: GHS Newsletter Archives
Notes:            Picture appeared in Newsletter 3.3
Source Date:      2007
Source:           Shirley Kutzscher
Cost:             gratis

Description:      Gilboa School trip to Stamford's Rexmere Hotel
(now the Cyr Center) left to right, Mildred Case King, Inabelle
Hubbard, Marjorie DeWitt, Esther Richmyer Tompkins, Prof. Hagadorn,
Evelyn Young Haskin, Pauline Faulkner, Maude Bailey Haskin, Hilda
Osborn, Evelyn Hubbard Tayler, and (possibly) Otto Vroman. Photo
courtesy of Shirley Kutzscher
```

This article is one of several to help you document local history. Other articles will help you convert your interviews, documents, pictures, and artifacts into documentation of your local history that can be shared with your community.

Analyzing Your Own Resources	*Creating Your Own Local History*
Organizing your information	Developing documentation from your resources
Organizing the people of your area	Genealogical work
Organizing the documents of your area	Validating local history
Organizing the pictures of your area	Presenting and publishing local history
Organizing the artifacts of your area	*Courses and Support*

Assignment: Most historical societies close down for the winter, and non-migratory neighbors tend to fight cabin fever by going to the Saturday or Sunday afternoon movies in Hunter, at the Power Authority, or another venue. While these may be fun, I hope you set up this alternative: host a series of workshops using this article as a focus and start to document your own local history.

.pdf file   audio file

To use this article in your newsletter or as a handout, click into the article; select all; copy; and paste into a MSWord file.

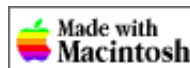Please remember to let us know of this use so that we can let the author or other interested parties know.

To subscribe or unsubscribe to this site, click here and select northerncatskillhistory (top left link).
Fill in your email address, name (optional), and a simple password.
You will receive an email confirming your intent
Respond to it to subscribe or unsubscribe to northerncatskillhistory.com

Made with Macintosh

The following article may be used free of charge with no prior authorization provided that it is used for nonprofit purposes and appears with the author biography at the end of this article intact. Please email us with any details of its use so that we can keep the author or other interested parties informed of the use of this article.

DATABASES
Using a Filemaker Pro To Organize Your Information

Gerry Stoner

A database is ideal for controlling data describing your collection. Economical database applications are *Microsoft Access* (Windows) and *Filemaker Pro* (Macintosh). *PastPerfect Museum* is a widely used database in local history but the price is steep. You might want to talk with your county's historian about this or other databases.

Objective: Record the data of your collection electronically.

As discussed in Whelming Operations , there are 5 distinct categories of metadata that you should include:

1. A unique name for each item of your collection (I use a 6-digit number assigned sequentially to each item). A digital picture of each item (a picture of a book is not essential for historiography, but is a great help in finding the volume on your shelves!).Detailed information on *where the item is to be stored*. Detailed information on *where the item came from (establish provenance)*.
2. Detailed *description of the item and relevant details of the time in which it was created.*

This is a typical sheet from the database that we designed for northerncatskillshistory.com. As you see, it has five parts paralleling the items identified above:

1. The metadata ID is 100222, located in the upper left corner and used throughout the record. This number is supplied automatically for each new record and will remain constant and unique through the life of the database.The space for a digital picture of each item is on the top right, and the content can be inserted by a simple copy-and-paste.Current format and storage information is in the box below the ID and notes that the original picture was returned to the source. There are also boxes for value and validation of properties which are owned by the organization.Source information is in the first, full-width box and establishes the provenance of the item.
2. Content description is in the final box.

Collection of the GHS *Newsletter*

100222   Picture Scanned

Current Status of 100222

GHS Newsletter Archives
Picture appeared in Newsletter 9.3

2007   returned   1930±

Source of 100222

Borrowed from Shirley Kutzscher 2007

Information on 100222

Gilboa School Trip to Stamford's Rexmere Hotel (now the Cyr Center): left to right, Mildred Case King, Inabelle Hubbard, Marjorie DeWitt, Esther Richtmyer Tompkins, Prof. Hagadorn, Evelyn Young Haskin, Pauline Faulkner, Maude Bailey Haskin, Hilda Osborn, Evelyn Hubbard Taylor, and (possibly) Otto Vroman. Photo courtesy of Shirley Kutzscher

Think of the flexibility this gives you:

- All boxes have a scrollbar feature and can hold an immense amount of information that you can print out on demand. For instance, this database includes all the articles that appear on this web site.
- The entire content of any box is available for searching even though it may not "appear" in the face of the box.
- You can search for individual descriptors —for instance, searching for "school trips" would lead you to this record, and seven others that are in the data base (some photographs, an artifact, and two articles).
- You can search using combination of descriptors —a search for "Faulkner" and the "Rexmere Hotel" would not identify this file, but would refer you to a news article about the Gilboa baseball team at the Rexmere.
- You can search for interfaces between these boxes of information —for instance "school trips" and a "1930± " source date.
- Likewise, you might want to identify the best sources for photographs — you can sort the list of people who have loaned you photos by number of entries in the past.
- Heavens forbid, but you might want to create a list of items that were lost catastrophically . . .

This article is one of several to help you document local history. Other articles will help you convert your interviews, documents, pictures, and artifacts into documentation of your local history that can be shared with your community.

Analyzing Your Own Resources	*Creating Your Own Local History*
Organizing your information	Developing documentation from your resources
Organizing the people of your area	Genealogical work
Organizing the documents of your area	Validating local history
Organizing the pictures of your area	Presenting and publishing local history
Organizing the artifacts of your area	*Courses and Support*

Assignment: Most historical societies close down for the winter, and non-migratory neighbors tend to fight cabin fever by going to the Saturday or Sunday afternoon movies in Hunter, at the Power Authority, or another venue. While these may be fun, I hope you set up this alternative: host a series of workshops using this article as a focus and start to document your own local history.

.pdf file   audio file

To use this article in your newsletter or as a handout, click into the article; select all; copy; and paste into a MSWord file.

Please remember to let us know of this use so that we can let the author or other interested parties know.

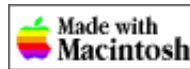To subscribe or unsubscribe to this site, click here and select northerncatskillhistory (top left link).
Fill in your email address, name (optional), and a simple password.
You will receive an email confirming your intent
Respond to it to subscribe or unsubscribe to northerncatskillhistory.com

northerncatskillshistory.com

INPUTTING INFORMATION
Using a Database to Organize Your Information

Gerry Stoner

In setting up your file of data (using scrapbooks, spread sheets, or a database), remember that you need to account for five discrete types of information on each item in your collection: a unique name, digital picture, current location, provenance, and item description.

Objective: Input data of your collection electronically.

1. Set up a unique identification for each item. A spreadsheet or the database can do this for you automatically and will keep you from making mistakes and using the same identification for two separate items. In my case, I use a 6-digit number.
2. You will want to scan all historic photographs so that the electronic version can be handled as an original item and the physical picture can retire to a safe place. When you do this, save also a small copy of the picture and copy-and-paste it into the data base.
   Take digital pictures of other items (artifacts, books, documents, etc.), if for no other reason than to establish ownership. When you do this, copy-and-paste those pictures into your data base as well.
3. Put an item away where you can easily find it, but also fill in the current status as soon as you establish the record and have placed the identifier photograph. Include the file location, where it has been used, and any other descriptors of the piece.
4. Remember where you have gotten an item, especially before the memory is lost. Fill in the source window and make sure you mention if the item was returned to your source, and you will never have to worry about it again.
5. Fill in a complete description of the item. You can always add information that comes to light later, but you should put down the best information that you have at the time of setting up the entry. In the situation above, the donor was able to fill in most of the names of the people in the picture, but had doubts about one person's identification. Include this question as well as the definite names for future attention. With pictures, you have the benefit of hindsight—use it. Most of these young women were married after the picture was taken and history might remember these women by either their maiden names or their married ones—include both! Include nicknames of people and items in the description, and even names of sources who could give you additional information.

This article is one of several to help you document local history. Other articles will help you convert your interviews, documents, pictures, and artifacts into documentation of your local history that can be shared with your community.

Analyzing Your Own Resources	*Creating Your Own Local History*
Organizing your information	Developing documentation from your resources
Organizing the people of your area	Genealogical work
Organizing the documents of your area	Validating local history
Organizing the pictures of your area	Presenting and publishing local history
Organizing the artifacts of your area	*Courses and Support*

Assignment: Most historical societies close down for the winter, and non-migratory neighbors tend to fight cabin fever by going to the Saturday or Sunday afternoon movies in Hunter, at the Power Authority, or another venue. While these may be fun, I hope you set up this alternative: host a series of workshops using this article as a focus and start to document your own local history.

.pdf file   audio file

To use this article in your newsletter or as a handout, click into the article; select all; copy; and paste into a MSWord file.

Please remember to let us know of this use so that we can let the author or other interested parties know.
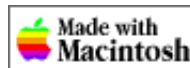
To subscribe or unsubscribe to this site, click here and select northerncatskillhistory (top left link).
Fill in your email address, name (optional), and a simple password.
You will receive an email confirming your intent
Respond to it to subscribe or unsubscribe to northerncatskillhistory.com

Made with Macintosh

EQUIPMENT YOU WILL NEED
On the Road Again

first draft by
Gerry Stoner

You never know when you might have a conversation on local history, so it is good to be prepared at all times (for instance, I had a very successful surprise interview at a local store simply). There are certain items that you will find useful to carry with you as a matter of habit. Will go to sleep with her

Objective: Carry at least a minimum of tools so that you can always access any particular item.

- a small digital camera
- a dollar bill (it can be used to provide a measurement scale for a picture or get a donut)
- paper and pen/pencil
- some sort of business card with contact information. I use a small pad with information on northerncatskillshistory.com printed on one side, and a structure for notes on the other. The headings of name, date, source, phone/email, location, and action remind me to take complete notes.

This article is one of several to help you document local history. Other articles will help you convert your interviews, documents, pictures, and artifacts into documentation of your local history that can be shared with your community.

Analyzing Your Own Resources	***Creating Your Own Local History***
Organizing your information	Developing documentation from your resources
Organizing the people of your area	Genealogical work
Organizing the documents of your area	Validating local history
Organizing the pictures of your area	Presenting and publishing local history
Organizing the artifacts of your area	***Courses and Support***

Assignment: Most historical societies close down for the winter, and non-migratory neighbors tend to fight cabin fever by going to the Saturday or Sunday afternoon movies in Hunter, at the Power Authority, or another venue. While these may be fun, I hope you set up this alternative: host a series of workshops using this article as a focus and start to document your own local history.

.pdf file   audio file

To use this article in your newsletter or as a handout, click into the article; select all; copy; and paste into a MSWord file.

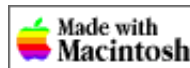Please remember to let us know of this use so that we can let the author or other interested parties know.

To subscribe or unsubscribe to this site, click here and select northerncatskillhistory (top left link).
Fill in your email address, name (optional), and a simple password.
You will receive an email confirming your intent
Respond to it to subscribe or unsubscribe to northerncatskillhistory.com

EQUIPMENT YOU WILL NEED
Preparing the Office

first draft by
Gerry Stoner

Your office is a personal space—make sure that you set it up for yourself, and so you will be able to work efficiently and pleasantly. What is right for me will not be right for the next person, and our combined preferences should be secondary to your own.

Objective: Select your office tools to suit your own goals.

- Try to arrange for a private, dedicated office space
- It should have secure storage
  - cabinets
  - shelving
  - drawers
- It should house your own personal oganizational system, including any or all of the following:
  - flat surfaces for papers and work areas
  - space for loose leaf notebooks
  - space for reference books
  - computer, monitor, keyboard, mouse
  - removable hard drives and back-up software
  - scanner and scanning software
  - record-keeping applications
- Preservation materials
  - acid free folders
  - copy paper
  - acid free or plastic boxes

This article is one of several to help you document local history. Other articles will help you convert your interviews, documents, pictures, and artifacts into documentation of your local history that can be shared with your community.

Analyzing Your Own Resources	***Creating Your Own Local History***
Organizing your information	Developing documentation from your resources
Organizing the people of your area	Genealogical work
Organizing the documents of your area	Validating local history
Organizing the pictures of your area	Presenting and publishing local history
Organizing the artifacts of your area	***Courses and Support***

Assignment: Most historical societies close down for the winter, and non-migratory neighbors tend to fight cabin fever by going to the Saturday or Sunday afternoon movies in Hunter, at the Power Authority, or another venue. While these may be fun, I hope you set up this alternative: host a series of workshops using this article as a focus and start to document your own local history.

.pdf file   audio file

To use this article in your newsletter or as a handout, click into the article; select all; copy; and paste into a MSWord file.

Please remember to let us know of this use so that we can let the author or other interested parties know.

To subscribe or unsubscribe to this site, click here and select northerncatskillhistory (top left link).
Fill in your email address, name (optional), and a simple password.
You will receive an email confirming your intent
Respond to it to subscribe or unsubscribe to northerncatskillhistory.com

Made with Macintosh