Best Practices for Scrapbook Collections in CONTENTdm: Lessons from the University Archives Scrapbook Collection at the University of North Carolina Greensboro

Anna Craft  
*University of North Carolina at Greensboro*

David Gwynn  
*University of North Carolina at Greensboro*

Kathelene McCarty Smith  
*University of North Carolina at Greensboro*

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BEST PRACTICES FOR SCRAPBOOK COLLECTIONS IN CONTENTdm:
LESSONS FROM THE UNIVERSITY ARCHIVES SCRAPBOOK COLLECTION AT THE UNIVERSITY OF NORTH CAROLINA AT GREENSBORO

Anna Craft
David Gwynn
Kathelene McCarty Smith

The University of North Carolina at Greensboro

CONTENTdm Southeast Users Group
Columbia, South Carolina – 21 May 2014
INTRODUCTION
WHO WE ARE

- **Anna Craft**
  Metadata Cataloger

- **David Gwynn**
  Digital Projects Coordinator

- **Kathelene McCarty Smith**
  Artifacts, Textiles, Digital Projects Archivist
ABOUT THE COLLECTION
STARTING THE PROJECT

WE’RE OFF
THE COLLECTION

- 244 scrapbooks housed in the University Archives
- Most are commercially made scrapbooks/albums
- Created by students and staff
- Institutional focus (not created for individual students)
- Years ranging from 1906 – 2002
- Sizes ranging from 6” x 4 ¾” to 25” x 19 ¾“
- Page count between 10 and 50 – two sided
- Collection was unprocessed, some were cataloged
VARIED & UNIQUE CONTENT

• Programs and posters
• Photographs
• Correspondence
• Dance cards and invitations
• Clippings
• Ephemera
• Class songs and poems
• Information regarding special campus events
**CONDITION**

- Most in fragile condition
- In various states of disrepair
  - poor paper quality
  - discolored pages
  - holes, rips, etc.
  - detached items
  - flora and fauna
- Items attached to the pages by glue, tape, photo corners, and other adhesives
- Folded papers, disassembled binding, etc.
The scrapbooks were created for:

• Academic associations
• Academic departments
• Campus events and activities
• Dormitories
• Individual classes
• Student organizations
ACADEMIC ASSOCIATIONS


Delta Pi Epsilon (1974-1977)
ACADEMIC DEPARTMENTS

Physical Education, Junior Majors Camp (1953)

Theatre Department (1979-1981)
CAMPUS EVENTS AND ACTIVITIES
DORMITORIES

1960s

The Cannibunny Tales
or:
Bailey Hall Ballads
1968-69
INDIVIDUAL CLASSES

Class of 1917

Peanut in Alice Blue Gown
STUDENT ORGANIZATIONS

War Service League (1943-1944)
STUDENT ORGANIZATIONS

Y.W.C.A.

STUNTS-JOKES

Student Nurses Association (1969)
**SIGNIFICANCE**

- Glimpse of history through the students’ eyes
SIGNIFICANCE

- Comprehensive information about unique campus events and traditions
SIGNIFICANCE

- Candid photographs
- Distinctive art and ephemera
SIGNIFICANCE

- Class songs and poems
- Correspondence
INITIAL PLANNING

- Project proposal:
  - Digital Projects Priorities Team
  - Annual review process
  - Permits assignment of resources

Digital Project Proposals, New

Your name: __________________

Subject or brief title of project: __________________

1. In a sentence, summarize your proposed project.

2. Describe the materials/collection that will constitute the digital project. What are the primary format(s), content/subject matter, and number of items?

3. Are the materials or the project concept rare or unique? In what way? Please state if the project content is found in other published forms or if there are similar digital projects online.

4. Does the project enhance institutional curriculum, departmental mission, or library goals? In what way?

5. Do the materials/project have significant historic or research value? What is it?

6. If appropriate, describe the physical control and condition of the collection. How is it currently stored, preserved?

7. Describe the current intellectual control of the collection/project content. Is it cataloged? Are the contents indexed, listed in a spreadsheet? Will additional indexing enhance existing intellectual control and the content's/project's use?

8. Does UNCG own copyright and other rights to the materials, or are they in the public domain? If yes, how do we know that? If not, how difficult do you think it will be to secure appropriate permissions?

9. What do you think can be accomplished on this project next semester? What personnel (who/ hours/wk) and other resources can you commit to the project?

10. Can you suggest any potential external funding sources?
RESOURCES PLANNING

- Creating the project team
  - Special Collections & University Archives
  - Cataloging
  - Electronic Resources & Information Technology
COLLABORATIVE CHALLENGES

- Terminology
  - File? Folder? Record?
  - Universal translator?
- Communication styles
- Comfort with technology
- Physical space
LOGISTICAL PLANNING

Tracking issues:

- Google Drive vs. paper form
To Cataloging on 3-22-2016

Metadata Form for Scrapbooks

Late: 11/8

Scrapbook Title: [Clara & 1917 Scrapbook]

No Text

Year (or range): 1913-1917

Creator: Class of 1917 Students

Contributor(s):

Physical description:

Cover dimensions (Length-width in centimeters):
54.6 cm - 52.7 cm

Approximate number of sheets: 100

Cover materials/hide:

Condition notes:
cover diameter for scanning and preservation: good

Content format:

Photographs

Specific content notes:

Class of 1917 Freshmen
class list
Scrapbook decorated with drawings, ephemera
involuntary: Freshmen, Halloween, Andy
Photographs and poem from Evangelina, Photographs, and poem from Evangelina.
Lyrics to Tree Song, as well as other miscellaneous songs
Program from "Visionary Youth" with photographs:
Promotion, Sophomore-Junior Cup, hockey game,
Inauguration, and Sophomore from Sophomore-Junior Cup, hockey game
Photographs from Sophomore list, student playing with tennis, playing with peanuts, decorated in a dress
Program for Sophomore-Junior Coronation, Sophomore, Sophomore
Program for Freshmen-Junior Coronation, Freshmen
Font: Bureau Mixed, Chancery

Correspondence between classes:

Class of 1917 Freshmen
Sophomore, Sophomore-Junior
Sophomore-Junior, Sophomore-Junior

Mochi, Mochi, Mochi
Sophomore-Junior, Sophomore-Junior
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Sophome...
METADATA PLANNING

SCRAPBOOK DESCRIPTIVE CODES

EXCELLENT:
Excellent condition; structure fully intact with no visible surface flaws (stains, soiling, tears, holes, and/or alterations, etc.)

VERY GOOD:
Minimal signs of use; structure fully intact with few visible surface flaws (stains, soiling, tears, holes, and/or alterations, etc.)

GOOD:
Typical signs of wear due to use; structure mostly intact with minor surface flaws (stains, soiling, tears, holes, and/or alterations, etc.)

FAIR:
Signs of regular use, structural damaged, and/or moderate surface flaws (stains, soiling, tears, holes, and/or alterations, etc.)

POOR:
Signs of extensive use, significant overall deterioration, and/or surface flaws (stains, soiling, tears, holes, and/or alterations, etc.). Preservation action may be needed.

ADDITIONAL NOTATIONS:
ALT = Alteration(s)/Repair(s) Previously Made
CCD = Crumbling, Cracked, and/or Brittle
HS = Heavily Stained
LM = Loose Material
MP = Missing Part(s)
MS = Moderately Stained
PN = Preservation Needed
RTH = Rip(s), Tear(s), and/or Hole(s)
SD = Structurally Damaged
SR = Spine Removed
SS = Slightly Stained
METADATA PLANNING
METADATA OVERVIEW

- Dublin Core Scheme
  - History of local use
  - Facilitation of cross-collection searching in CONTENTdm
  - Harvesting via the WorldCat Digital Collection Gateway and NC Digital Heritage Center / DPLA

<table>
<thead>
<tr>
<th>Metadata Planning</th>
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<tbody>
<tr>
<td><strong>Title</strong></td>
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<td><strong>Date</strong></td>
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<td><strong>Volume</strong></td>
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<tr>
<td><strong>Number</strong></td>
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<td><strong>Editor</strong></td>
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<td><strong>Geographic location</strong></td>
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<td><strong>Description</strong></td>
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UNCG delegation membership list

OFFICERS:
DCP: Robert Posluszy               "Hammer-Time" Posluszy
V-DCP: Amber Leonard              Jungle Woman
SECRETARY: Amy Pratu               Camera Hog

DELEGATES:
Chuck Brewer                      "The Chuckster"
Michael Burnette                  The Invisible Guy
Tim Carter                        Booger
Tom Causey                        "Hom's evil twin brother
Tracy Ciofardi                   Exiled in Asheville
Thom Courcelle                   The Mad Meistro
Mary Haug                         "Don't give me a drink."
David Hwang                      That's Hwang.
Nicole Judkins                    The Goddess
Myles Layton                      The Running Man
Crystal A. Mannix                 Executive Secretary
Rod Overton                      Don't call me Rodney, man!
Robert Racz                      "Break it Down!"
Teresa Vena                      The Green Girl
Jennifer Waldrop                  Wall-flower
Jeffrey Weeks                    Wee-Wee
Shayne Weyker                    Stone Face
The 'Rob Hall'                   Not just another goral

HONORARY MEMBER:
Charles Taft                      Brownie Charles

INTERN:
Barbara Duffy                     One-Beer Barbara

ADOPTED MEMBERS:
Rob Young & John Bowman          "The Guys From UNC-A"
CONTROLLED VOCABULARIES

- Controlled vocabularies
  - LCSH
    - Used for broad, over-arching headings
    - Set headings applied to all items
    - Examples: Scrapbooks; University of North Carolina at Greensboro—Students
  - Local
    - Used to describe specific item types
    - Individualized by scrapbook

<table>
<thead>
<tr>
<th>Term</th>
<th>Source</th>
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<tbody>
<tr>
<td>advertisements</td>
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<td>brochures</td>
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<td>commencement programs</td>
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<td>committee reports</td>
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<td>correspondence</td>
<td>AAT, TGM</td>
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<td>dance cards</td>
<td>AAT, TGM</td>
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<tr>
<td>doodles</td>
<td>AAT</td>
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<td>drawings</td>
<td>TGM</td>
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<td>dried flowers</td>
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<tr>
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<tr>
<td>fliers</td>
<td>AAT, TGM</td>
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<tr>
<td>greeting cards</td>
<td>AAT, TGM</td>
</tr>
<tr>
<td>Gym Meet programs</td>
<td>local</td>
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</tbody>
</table>
DIGITIZATION CHALLENGES

- Physical and intellectual control
DIGITIZATION CHALLENGES

- Scanning standards
  - Access or preservation?
  - Resolution?
  - File-naming convention?
DIGITIZATION CHALLENGES

- Condition and size
- Fragility
- Foldouts and attached items
FOLDOUTS AND ATTACHMENTS

- How to scan without damaging?
- How to store the images?
- How to display online?
SIMPLE

* ! ! *

Kind of late to start your projects - isn't it?
FAIRLY SIMPLE
Western Union

Miss Louise Panigot=
College Pl Church Greensboro Ncar=

Dear Louise and Girls have been thinking of you all Week hope everything is going as you wish I know that Wesley Foundation will have finest and best year it has ever had under the splendid leadership of the Director and council love and best wishes to all of you=
Ann Dossor Jourolmon.

The Company will appreciate suggestions from its patrons concerning its service.
NIGHTMARE

INTERRACIAL-Semitr

INTERNATIONAL DINNER

Grand Hall, C.C., Sunday, May 22, 1924

Sponsored by:
The Intercollegiate Council of Student Christian Activities (Representatives of all Student Councils and Clubs in the United States) sponsored the Intercollegiate Dinner.

150 college students from the colleges and universities of the United States.

Registration fee: $2.00 to $3.00 per person, depending on the number of guests.

Dr. W. J. Morde, President of the Dinner, will be the principal speaker.

PRESIDENT'S PROGRAM

11:30 A.M. - Registration at the Y.M.C.A.

12:00 A.M. - Rehearsal of the entertainment - Presentation of the entertainment.

12:30 P.M. - President's address - Mr. W. J. Morde - President of the Dinner.

1:00 P.M. - International Dinner at Harvard University, for delegates only. Progress at this dinner will be given to the Representative of the national council.

1:30 P.M. - Dinner at Harvard University, for delegates only. Progress at this dinner will be given to the Representative of the national council.

3:00 P.M. - Dinner at Harvard University, for delegates only. Progress at this dinner will be given to the Representative of the national council.

5:00 P.M. - Dinner at Harvard University, for delegates only. Progress at this dinner will be given to the Representative of the national council.

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WESTERN UNION

Class of 1924

The Class of 1924

WASHINGTON, D.C.

February 15, 1924

Dear Mr. Baldwin:

At a recent meeting of a small Interracial Family-Social group from some of the colleges in and near Greensboro, we were instructed to send you the following message as a result of this meeting:

We wish to endorse your statement that "recently occurring racial violence is one aspect that shows the need for utmost support to the passage of a federal anti-lynching bill."

Virginia Simmons, Bennett College, chairman

Martha Hickly, Ramon College U. of N.C. U.S.A.

The message is acted in body in a specially reserved section.

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FLATBED SCANNING
OVERHEAD SCANNING, EVENTUALLY...
Dear Student,

Please accept my congratulations upon the fine record which you made during the fall quarter. It is an inspiration to me when the students here do well and I wish to assure you that I want you to continue to make high grades and merit all the confidence which your parents and friends have imposed on you.

I hope, therefore, that you will ever strive to do better, to achieve even more than you have in the past—do not be content until you have given the best that you have, and I am sure that success will be yours when you shall have completed your college career.

Very truly yours,

[Signature]

[Name]

President

Gamma Tau Scholarship Society

A & T College
Greensboro, N.C.
February 4, 1925

[Image of group of people]
Dear Mr. Stroud:

We are pleased to remind you of the fact that the annual activities of the Gamma Tau Honorary Society, at which time membership will be conferred upon new candidates, is to be held in the college Gymnasium Monday, May 8, at 10 A.M.

As a Gamma Tau member you will be expected to attend this exercise and to participate in all of the events. Please contact me as soon as you may desire.

Julia Snead, Corresponding Secretary
Gamma Tau Honorary Society
METADATA CREATION
METADATA WORKFLOW

**Original**

- Online data capture
- Digital Projects: capture and record basic info
- Archivists: capture and enter standardized descriptive data
- Catalogers: set standards, provide quality control and training

**Revamped**

- Hybrid paper and online data capture
- Digital Projects: capture and record basic info
- Archivists: capture and record free-form descriptive data
- Catalogers: set standards, standardize and enter descriptive data, provide quality control and training
Despite the fact that we were "rained out" for our first attempt at Jester Day, most of us withstood the rains of once again arising at 5:00 A.M. Jester Day was in full swing by 6:00 A.M. when the Freshmen were "not-so-gently" awakened and dressed in their jester outfits. All day the campus was filled with jesters singing, bantering, telling jokes and working on their dorm projects. The day was ended with the meeting of the Kings' Court at which time it was discovered that the Jesters were smarter than we had thought.

A Jester Trick
This scrapbook, created by representatives of the Class of 1966 of The University of North Carolina at Greensboro, contains materials relating to the freshman through senior years of the Class of 1966. Photographs document student life, Class officers, Jester Day, ring picking ceremony, picking daisies for daisy chain, male students on campus, Junior Show, Junior Marshals, gymnasium renovations, Class Day, and commencement. Other items include: class song lyrics, class colors and motto, monthly summaries of campus activities, newspaper clippings regarding student life and the Freshman Ball, programs from "Shibus" (Freshman dance), "A Walk on Bourbon Street" (Freshman Talent Show), Parents Weekend, Founders Day, and "Lilom"; napkins from "Shibus" and "A Walk on Bourbon Street"; office and committee reports; election ballots for Junior house president and Junior Marshals; the class newspaper; and correspondence from NBC news anchor David Brinkley explaining that he could not be the commencement speaker. Paintings and ephemera decorate the pages in the scrapbook.
here's '65...

[Class of 1965 Scrapbook]

Davey Jones
Locker

[Junior Physical Education Major Camp Scrapbook, 1951]
[Student dance scrapbooks: Senior Class Formal, 1947]
Woman's College of the University of North Carolina. Senior Class. Dance Committee

This scrapbook, created by members of the Senior Class Dance Committee at Woman's College of the University of North Carolina (now The University of North Carolina at Greensboro), contains materials relating to the Senior Class formal dance held on October 25, 1947. The scrapbook contains correspondence, an orchestra contract, and dance committee reports detailing committee duties and financial expenditures.

[Student dance scrapbooks: Elliott Hall Ball, 1954]
Woman's College of the University of North Carolina. Elliott Hall. Ball Committee

This scrapbook, created by members of the Elliott Hall Ball Committee at Woman's College of the University of North Carolina (now The University of North Carolina at Greensboro), contains materials relating to the Elliott Hall Ball, held on October 30, 1954 in Elliott Hall. The scrapbook contains dance committee reports detailing committee duties and financial expenditures. The front cover is decorated with hand-painted leaves and gold letteri...
ONLINE PRESENTATION
THE ISSUES

- Displaying pages, attached items, and foldouts.
- How to deal with multipage attached items.
- How to do all this while not spending hours manually editing metadata and creating compound objects.
CONTENTdm LICENSE CONSIDERATIONS

- CONTENTdm License
  - Access format
  - # of scrapbook pages vs. # of items
  - What if we had been hosted?
Dear Student:

Please accept my congratulations upon the fine record which you made during the fall quarter. It is an inspiration to me when the students here do well and I wish to assure you that I want you to continue to make high grades and merit all the confidence which your parents and friends have imposed in you.

I hope, therefore, that you will ever strive to do better, to achieve even more than you have in the past--do not be content until you have given the best that you have, and I am sure that success will be yours when you shall have completed your college career.

Very truly yours,

[Signature]

President
COMPOUND OBJECTS

Use Object List import if you have compound objects to import with one text file that lists all the compound objects. Page-level metadata cannot be entered with this method.

What type of compound object would you like to create?

- Monograph. Document with hierarchy, such as chapters in a book.
- Picture Cube. Object with six views, such as statues or buildings.
- Postcard. Object with two sides, such as a postcard or baseball card.

Object List
Select the tab-delimited text file and the directory name where the files reside.

File name: [Input Field]
Scans directory: [Input Field]
## Compound Objects

<table>
<thead>
<tr>
<th>Title</th>
<th>Place</th>
<th>Description</th>
<th>Type</th>
<th>Content formats</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Shaw Hall Scrapbook, 1952-1953]</td>
<td>Greensboro (N.C.)</td>
<td>This scrapbook, created by residents of Shaw Hall, contains materials relating to the 1952-1953 school year at Woman’s College of the University of North Carolina (now The University of North Carolina at Greensboro). Scrapbook contents include a list of residence hall officers and campus leaders from Shaw. Alumnae News covers with notations of Shaw residents, programs from the Senior Show, the Senior class banquet, a Civic Music Association production, and a Dolphin-Shell event; and Hallball program “Gertie’s Gridiron Greats vs. The Phantoms,” with a notation that Hallball was originated by Miss Ellen Griffin of the Woman’s College Department of Physical Education. Numerous newspaper articles are included relating to Founders Day, social events, Eleanor Roosevelt’s visit, the arrival of international students, a Japanese student who survived World War II air attacks, performances, wedding announcements, a Hallball game, cartoons, May Day, and campus leaders from Shaw. Photographs depict counselors Miss Marjorie Toole, housekeepers Nolla and Victoria, student residents, campus views, and the senior-sophomore party. Pages of the scrapbook are decorated with drawings, paintings, and cut outs.</td>
<td>Image</td>
<td>correspondence; drawings; May Day programs; newspaper clippings; paintings; photographs; publication clippings;</td>
</tr>
<tr>
<td>[Shaw Hall Scrapbook, 1956-1957]</td>
<td>Greensboro (N.C.)</td>
<td>This scrapbook, created by residents of Shaw Hall, contains materials relating to the 1956-1957 school year at Woman’s College of the University of North Carolina (now The University of North Carolina at Greensboro). Scrapbook contents include a list of student residents and their home addresses, a Shaw Residence Hall prophecy, and lyrics for “Shaw Song,” “Sister Song,” “College Song,” and “Songs for a Dorm Sing.” Photographs document events, groups, and individual students, including Bettye Tillman, one of the early African American students. This scrapbook is dedicated to Celeste Ulrich.</td>
<td>Image</td>
<td>drawings; photographs; song lyrics;</td>
</tr>
<tr>
<td>[Shaw Hall Scrapbook, 1961]</td>
<td>Greensboro (N.C.)</td>
<td>This scrapbook, created by residents of Shaw Hall, contains materials relating to the 1961 school year at Woman’s College of the University of North Carolina (now The University of North Carolina at Greensboro). The scrapbook contains a post office combination card, a class jacket packing slip, Shaw Hall theme song lyrics, a semester registration card, Rat Day instructions, “It’s Sister Day!” song lyrics, a 1961 blue and white beanie, a spring dance card, “Ooh College Bear, To You!” booklet, and a list of 1957-1958 Shaw Hall residents. The scrapbook also includes photographs, which depict events, groups, and individuals, with captions.</td>
<td>Image</td>
<td>correspondence; dance cards; ephemera; musical programs; newspaper clippings; photographs; song lyrics; textiles;</td>
</tr>
</tbody>
</table>
COMPOUND OBJECTS
Dear student,

Please accept my congratulations upon the fine record which you made during the fall quarter. It is an inspiration to see how the students have done well and I wish to assure you that I want you to continue to make high grades and merit all the opportunities which your previous work and efforts have earned you.

I hope, therefore, that you will work harder to do better, to achieve even more than you have in the past. Do not be content until you have given the best that you have, and I am sure that success will be yours when you shall have completed your college courses.

Very truly yours,

[Signature]

Mr. Virgil Stroud
Dear Mr. Stroud:

We are pleased to remind you of the fact that the annual activities of the Gamma Tau Honorary Society, at which time membership will be conferred upon new candidates, is to be held in the college Gymnasium Monday, May 4, at 10 A.M.

As a Gamma Tau member you will be expected to attend this exercise and to participate in all of the events. Please contact me as soon as possible for any further information you may desire.

Sincerely yours,

Julie Sneed, Corresponding Secretary
Gamma Tau Honorary Society
### The Case of David Wellman

**A Play in Six Episodes**

By Marcus Bach

#### Characters

Mr. Wellman  A Sensitive, well-meaning soul
Mrs. Wellman  His wife, a bit of a busybody
Tom  Tom, the well-meaning young minister
Mrs. Jones  The landlady, a bit of a busybody

#### Production Note

The setting of the play is a small town. The scenes are held in various locations around the town. The play is performed in a small theater. The lighting is simple but effective.

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IN THE CLASSROOM
SCRAPBOOKS IN THE CLASSROOM
CONCLUSION(S)
LESSONS LEARNED

- Collaboration
  - Learning opportunities
  - Expectations and assumptions

- Communication
  - Physical separation and status updates

- Workflow
  - Match up skill sets and tasks
  - Organic hybrid – paper/online
Yes! And here’s why:

- Value of the collection
- Collaborative approach
- Future applications
- Back to the archives
**THE FUTURE**

- The present, actually...
- More scrapbooks:
  - From UNCG Manuscript Collections
  - From community partners as part of *Textiles, Teachers, and Troops*.
  - From *Women Veterans Historical Project*.
- By the end of the year, we will have more than 400 scrapbooks online.
QUESTIONS?
CONTACTS

- Anna Craft
  Metadata Cataloger
  arcraft@uncg.edu

- David Gwynn
  Digital Projects Coordinator
  jdgwynn@uncg.edu

- Kathelene McCarty Smith
  Artifacts, Textiles, Digital Projects Archivist
  kmsmi24@uncg.edu
WEBSITES

- **University Archives Scrapbooks:**
  [http://libcdml.uncg.edu/cdm/universityhistorycollections](http://libcdml.uncg.edu/cdm/universityhistorycollections)

- **Manuscript Scrapbooks:**

- **Textiles, Teachers, and Troops:**
  [http://digitalgreensboro.org/](http://digitalgreensboro.org/)