

HAWKESBURY FAMILY HISTORY GROUP

MEETING NEWS

Wednesday 9 November 2022

Copies of the current Hawkesbury Family History Group Meeting news sheet including archived copies can be accessed at <http://www.hfhg.hawkesbury.net.au>

Find us on Facebook www.facebook.com/HawkesburyFHG & Library
www.facebook.com/HawkesburyLibrary

HAWKESBURY FAMILY HISTORY GROUP ~ MEETING DATES ~ 2022	
8 NOVEMBER	PRESERVING YOUR FAMILY COLLECTIONS ~ JONATHAN AULD
14 DECEMBER	SHOW & TELL PLUS CHRISTMAS GET TOGETHER

The Hawkesbury Family History Group is now meeting in person and bookings not required. Meetings will still be held via Zoom, book via Eventbrite <http://hawkesburylibrary.eventbrite.com> or phone 4560 4460.

EVENTS

SHOW & TELL - HAWKESBURY FAMILY HISTORY GROUP (HFHG) MEETING

WEDNESDAY 14 DECEMBER 10-11.30AM

Join us and view an array of family treasures, mementoes, photos and resources.

FREE - IN PERSON NO NEED TO BOOK

BOOKINGS ESSENTIAL ONLY IF ATTENDING ON ZOOM

<https://hawkesburylibrary.eventbrite.com/>

NEXT CRIER

The next issue of the Hawkesbury Crier will be out in December. If you have any information, reunions, research that you may want to share, please email to history@hawkesbury.nsw.gov.au by 30 November.

SURFING THE INTERNET..... SITES FOR FAMILY HISTORIANS

You may be interested in checking out the following sites. Both Windsor and Richmond libraries, provide free internet access to members, and FREE wireless for your devices.

Great north Road

<http://greatnorthroad.com.au/>

Convict Records of Australia, State Library of Queensland

<http://www.convictrecords.com.au/>

Digital Panopticon

<https://www.digitalpanopticon.org/>

Fremantle Prison - Convict Database

www.fremantleprison.com.au/Pages/Convict.aspx

Convict Records, State Records NSW

<http://www.records.nsw.gov.au/state-archives/research-topics/convicts/convicts>

Chronological register of convicts 1824-1839, Queensland State Archives

www.archives.qld.gov.au/Researchers/Indexes/Convicts/Pages/ChronologicalRegister.aspx

FOLLOW ON FACEBOOK

Hawkesbury Family History group www.facebook.com/HawkesburyFHG

Hawkesbury Library www.facebook.com/HawkesburyLibrary

Let us know of sites, that you have tried with (or without) success

Hawkesbury Family History Group meets every 2nd Wednesday of the month (except January) Meets in the Tebbutt Room of Hawkesbury Central Library, 300 George Street Windsor NSW 2756. Email history@hawkesbury.nsw.gov.au Anyone interested in family & local history, welcome to attend. Bookings are now required, phone (02) C:\Users\miche\Documents\WORK\WORKING FROM HOME\4560 4460 or via Eventbrite <http://hawkesburylibrary.eventbrite.com> Enquiries: Local History Librarian T: (02) 4560 4466 E:

PRESERVING YOUR FAMILY HISTORY COLLECTIONS

With Jonathan Auld

Hawkesbury Family History Group meeting - 9 November 2022

As family historians, we are custodians of our family records. We look after a range of unique and irreplaceable documents and family mementoes for future generations. Some simple preventative measures may assist with prolonging the life of some of your collection. Natural disasters such as bushfires and floods may also harm items in your collection.

HANDLING PHOTOGRAPHS & DOCUMENTS

- Make a clear space to view materials
- Clean hands, dry and free from moisture and oils especially when handling photographs
- Wear latex disposable gloves or cotton gloves with photos
- Support items, take care with fragile areas i.e. book spines
- Do not eat or drink while handling or around special collections
- It is important to record the information in/on our material or artefacts as they will not last forever and will deteriorate in the years to come.

PHOTOGRAPH DAMAGE

Causes of damage to photographs include:

- Direct sunlight
- Insects and rodents
- Poor handling and inadequate storage
- Adhesives that degrade over time (including albums)
- Climate conditions, high humidity/damp encourages mould growth

PHOTOGRAPHS - SIGNS OF DAMAGE

- Fading, discolouration or stained
- Layers coming apart or sticking together
- Paper supports discoloured or curled or puckered
- Adhesive plastic albums may be smelly and wrinkly

PAPER - SIGNS OF DAMAGE

- Fading, discolouration or stained
- Brittle and fragile

- Holes from insect infestations
- Foxing (small brown spots)
- Fastener damage (rubber bands & metal paper clips)

MOULD

Mould is basically fungi which grows on the surface of materials like paper, fabric, paper etc. Mould reproduces via spores and can cause major damage if found in storage areas. Personal Protective Equipment (PPE) should be worn to stay safe as mould is toxic. If there is a large amount of mould, it probably advisable to seek professional assistance. Mould growth can be affected by keeping storage areas clean, eliminating dirt and dust. Regularly clean book shelves and records.

TIPS FOR PRESERVATION

Some tips for preservation include keeping photographs and documents away from:

- Bright sunlight & avoid extreme temperatures
- Fluctuating humidity
- Do not display originals, display copies
- Never laminate (heat process and irreversible)
- Digitise images and share
- Store appropriately
- Use soft pencil i.e. 2B or 6B – do not use pen
- Do not use metal paper clips or rubber bands

STORAGE

Create a safe, stable environment to store your family history materials. Choose storage locations that offer consistent temperature & humidity that are away from pests and water damage.

- Minimise handling
- Do not display originals, use copies
- Adopt archival principles where possible
- Prioritise your most precious material
- Purchase appropriate archival storage items, as you can afford
- Use acid free materials
- Do not use PVC - polyvinyl chloride
- Use 'copy safe' sleeves or polypropylene (PP) products
- Don't fold large items, roll them
- Handle photos by the edges & use gloves
- Keep in clean and pest-free storage.
- Regularly check stored material for mould, insects & keep clean.
- Store material in a cool, dry & well-ventilated environment. High temperature and humidity will increase deterioration

ARCHIVAL STORAGE

Purchase appropriate archival storage items, including acid-free and photo-safe folders from Conservation suppliers. Acid-free and photo-safe storage boxes in cardboard or polypropylene or acid-free and photo-safe albums in cardboard or polypropylene suitable for documents, photographs and negatives and slides. Use Mylar polyester document sleeve.

APPRAISE & EVALUATE

Evaluate the material in your collection. Is your original fragile, torn or brittle? Photograph or scan. Appraise items that will require special preservation treatment. Record the Provenance (or origin or source) of your items. How did you come by the item, who gave it to you.? What is its story? Write it down with a copy of the items. How old is it?

EQUIPMENT

- Computer/laptop
- Flatbed scanner (best u can afford) – don't use document feeders
(I have an Epson Perfection V750, the V600 is OK as well. Many professionals use the Epson Perfection V850 Pro. The Optical Density and optical film scanning resolution are important
- Backup hard drives
- Camera to photograph artefacts

RESOLUTION & PIXELS

Digital images consist of a grid of small squares known as pixels

RESOLUTION OF IMAGES

Low resolution - small number of pixels, pixelated

High resolution - higher number of pixels, more definition

RESOLUTION

Resolution describes the level of detail of the image

The higher the resolution, the greater the detail

Resolution is measured in pixels per inch (ppi) or dots per inch (dpi)

72dpi is the standard resolution for display purposes

To faithfully reproduce (print) an image you will need 300dpi

SUGGESTED RESOLUTION

In order to reproduce an original your digital image will need to be at least 300 dpi and saved as a TIFF format.

Rule of thumb for scanning originals

Original greater than A4, scan at 300 dpi

Original greater than A5 & less than A4, scan at 600 dpi

Original less than A5, scan at 1200 dpi

Rule of thumb for scanning slides, negatives etc

Scan at a minimum of 2000 dpi

Why? We can reproduce the originals faithfully at sizes that may be required in the future (ie. publishing at A4 size or for display) .

TIFF is an archival uncompressed file format recommended by the National Archives of Australia and the State Library of NSW

SHARING

- Once digitised, share s images with family. Copies can be given on a USB to various family members.
- Some photographs have unique value in understanding not only family history but also local history of an area.
- Consider sharing those that show family in context in local areas to Local History collections in public libraries or historical groups.

DIGITAL PRESERVATION PROCESS

- Scan at the highest resolution you can afford
- Use open source non compressed file formats, i.e. TIFF
- Keep TIFF as master file, then make a JPEG copy to manipulate
- Keep copies on the cloud, share with family and descendants
- Digitising doesn't mean the records will last forever
- Periodically migrate your records to new storage media to prevent data loss
- Storage devices may end up obsolete

SOFTWARE & CATALOGUING

After producing scans, is necessary to catalogue your scans so that you can locate them. Your original and your scan should be easy to locate. This maybe a numbering system or name but be consistent. Software needed for image renumbering, renaming, changing formats, viewing.

FINAL RECOMMENDATIONS

- Commence a digitisation project at your earliest opportunity
- Prioritise your most unique items
- Minimise handling originals – make copies and house originals appropriately
- Do not attempt any restoration yourself. If restoration needed, consult a professional. Minimum restoration can be made with digital copies.
- House your family history records in the best environment possible and in low humidity and temperature
- Acquire archival storage for preservation bit by bit
- Be organized and digitize and preserve as you go
- Keep materials away from bright sunlight, fluctuating & extreme temperatures
- Store appropriately
- Never laminate
- Use soft pencil 2B or 6B – no pen
- Do not have food and drink around old records or photographs
- If you only have a small number of items to digitise, get a quote from a professional.

IF A THIRD PARTY SCANNING YOUR MATERIAL

To scan an original at Archival quality - your digital image will need to be at least 300 dpi and saved as a TIFF format.

Rule of thumb for scanning originals

Original greater than A4, scan at 300 dpi and save as a TIFF

Original greater than A5 & less than A4, scan at 600 dpi and save as a TIFF

Original less than A5, scan at 1200 dpi and save as a TIFF

Rule of thumb for scanning slides, negatives etc

Scan at a minimum of 2000 dpi and save as a TIFF

>> Don't let anyone tell you otherwise, or to save as a JPEG, must be TIFF. TIFF is an archival uncompressed file format recommended by the National Archives of Australia and the State Library of NSW<<

WEB ADDRESSES FOR ADDITIONAL INFORMATION

National Archives conserving photographs https://cdn.nationalarchives.gov.uk/documents/archivesconservation_photo.pdf

Caring for records AIATSIS <https://aiatsis.gov.au/research/guides-and-resources/preserving-your-own-archive>

Caring for family records https://www.hawkesbury.nsw.gov.au/_data/assets/pdf_file/0006/85722/LSFS-Caring-for-your-family-records.pdf

Caring for Treasures - facts sheets <https://www.culturalheritage.org/about-conservation/caring-for-your-treasures>

Handling family archives <https://www.archives.gov/preservation/family-archives/handling.html>

State Library of NSW - Fact sheets on caring for photographs, paper-based materials, mould and wet books

www.sl.nsw.gov.au/about/collections/preservation

National Archives of Australia https://www.naa.gov.au/search?search_api_fulltext=preservation

(AICCM) Fact sheets & professional help <https://aiccm.org.au/disaster/>

State Library of Victoria Conservation guides www.slv.vic.gov.au/explore/conservation-guides

Australian War Memorial fact sheets on various topics www.awm.gov.au/collection/conservation/

Preservation of family history collections www.archives.qld.gov.au/government/faq.asp

Cyndi's List of Genealogy sites on the internet various preservation & conservation sites www.cyndislist.com/preservation.htm

SCANNING APPS FOR MOBILE PHONES

Photoscan App <https://www.google.com/photos/scan/>

Photomyne <https://photomyne.com/>

Microsoft Office Lens <https://assistivetechologyblog.com/2018/05/microsoft-office-lens.html>

Photomyne Slide scans https://play.google.com/store/apps/details?id=com.photomyne.slidescan&hl=en_AU&gl=US&pli=1

SOFTWARE

FastStone www.faststone.org/

Greenstone <http://www.greenstone.org/>

BEING ORGANISED

Organized Genealogist www.theorganizedgenealogist.net/

Organize Your Family History <http://organizeyourfamilyhistory.com/>

Cyndi's List (Organising) <http://www.cyndislist.com/organizing/>

Familysearch <https://www.thefhguide.com/project-4-discover-an.html>

SUPPLIERS

All Box <https://www.albox.com.au/>

Archival Survival <https://archivalsurvival.com.au/pages/about-us>

MISCELLANEOUS

5 things damaging your photos <https://history.nebraska.gov/5-things-damaging-your-photographs/>

Dealing with mould <https://aiccm.org.au/disaster/mould/>

Caring for collections <https://aiccm.org.au/wp-content/uploads/2020/01/caring-for-your-collections-salvaging-water-damaged-collections.pdf>

Photograph damage <https://history.nebraska.gov/5-things-damaging-your-photographs/>

FACT SHEETS ON DEALING WITH MOULD

<https://www.sl.nsw.gov.au/research-and-collections/building-our-collections/caring-collections/dealing-mould>

<https://www.records.nsw.gov.au/archives/collections-and-research/guides-and-indexes/conservation-tip-05-removing-mould>

<https://aiccm.org.au/wp-content/uploads/2020/01/caring-for-your-collections-salvaging-water-damaged-collections.pdf>