



## #DOCUMENTINGCOVID19: TIPS FOR CITIZENS

You can participate in the preservation of evidences about the social effects of COVID19 by donating to public archives the most relevant testimonies of your experience. Democratically creating a plural public memory is one of the ways to strengthen socially our present democracy.

### CONTEXTUALIZE YOUR PHOTOS AND VIDEOS

- The devices from which you take photos and videos generate automatically information (metadata) about time, day and format in which they were created.
- If we want quality and verifiable information, however, other contextual data is needed:
  - Take note of the following four basic details: author (name of the natural or legal person), location (street, approximate area), title (action documented, as brief as possible), access and dissemination rights (indicate that you initially give the right to reproduce and consult).
- Take the time you need, so you can evaluate better which documents are the most representative. In order to preserve the information we need not speed, but rigor.
- Once you have it well described, it is time to go to your archive

### FIND OUT YOUR NEAREST ARCHIVE

- The Municipal Archive of your locality will be the center where your testimony can have more significance.
- If there is no local archive, look for the immediate administrative level one

### TRANSFER YOUR TESTIMONIES TO THE ARCHIVE

- Do it now through:
  - The electronic procedure or form enabled by the archive
  - The official email address of the archive:
    - Send the images as an attachment
    - Use free file sharing services (wetransfer) for heavy files
- Wait until the lockdown is over:
  - Carry your records on a pendrive or similar device
  - Carry your analogic materials
  - The archive staff will register your donation



## #DOCUMENTINGCOVID19: TIPS FOR ARCHIVISTS

Archives have always been at the service of society preserving the documentary heritage of the past, but we can also prove our worth as institutions of trust for the people in order to build jointly the documentary heritage of the future.

### DEFINE THE BASIC LINES

- Get some advice of archives that have already done previous projects of #ArxivemelMoment
- Define the file formats, geographical area and temporal scope of the material you will accept
- Make sure you have enough structure (server access, storage capacity, etc.) for the initial transfers
- Propose to your institution the design of a specific electronic transfer procedure
- Think about capturing directly from social platforms, but remember:
  - You need previous expertise and specific tools (Twarc, Webrecorder, SocialFeedManager)
  - Choose HT or tags that help to segment the capture
  - Set a basic code of ethics for the collection and use of information
- Design the phases and needs of a complete archival project (transfer, treatment, social return)

### OPEN YOUR ARCHIVE TO ALL CITIZENS

- Prepare outreach materials adapted to different communication channels
- Integrate the transfer procedure into the electronic see of your institution, so as to facilitate:
  - The consistent collection of basic metadata
  - A single access point to all citizens
- If that is not possible, enable an email address to:
  - Receive records directly
  - Use free file sharing services
- Seek proactively the transfer of relevant materials from:
  - Groups especially involved in the management of this crisis
  - Groups or places traditionally underrepresented in your archive
- Take this opportunity to make community in your area, as this will enhance the dynamics of future collaborations

### GET READY FOR A PARTICIPATORY TREATMENT

- Remember that these records are not created by an organic provenance but a social one
- So, you have to integrate citizenship in the archival treatment (think, for example, of evaluation and how you will avoid excessive redundancy)



- Propose the use of free web platforms (Omeka, Mukurtu) to facilitate the arrangement
- Prepare a program of workshops and talks for the end of the confinement:
  - Organize them by geographical areas, sectors or social agents, age groups, etc.
  - Explain, first, the professional criteria so you can later determine the relevance of one or other records jointly
  - Co-design ways to disseminate and reuse the resulting material