

# Friends of The Seattle Public Library Digital Collection

## The Friends

The Friends of The Seattle Public Library is a non-profit which advocates, educates, and raises funds on behalf of The Seattle Public Library. Founded in 1941, the organization has been part of Seattle for the past seventy-five years. During this time, the Friends has continued to work to support The Seattle Public Library. It does so by supporting existing library programs, funding new library programs, improving library facilities, and purchasing tools and technologies.

When the organization first formed, it aided the Library in the development of story time programs, book groups, and discussion panels on a variety of subjects. More recently, the Friends has supported branch remodels, jobs skills classes, talk time programs, teen programs, early learning programs, and in-branch film screenings.

## The Need

The Friends has been keeping documents from the organization's past but, in their current state, these documents are sitting in a warehouse in boxes with no record of what they contain. So, while the Friends has these documents, they have no method of managing and sharing these files with the current members of the organization as well as the larger community in Seattle.

## The Project

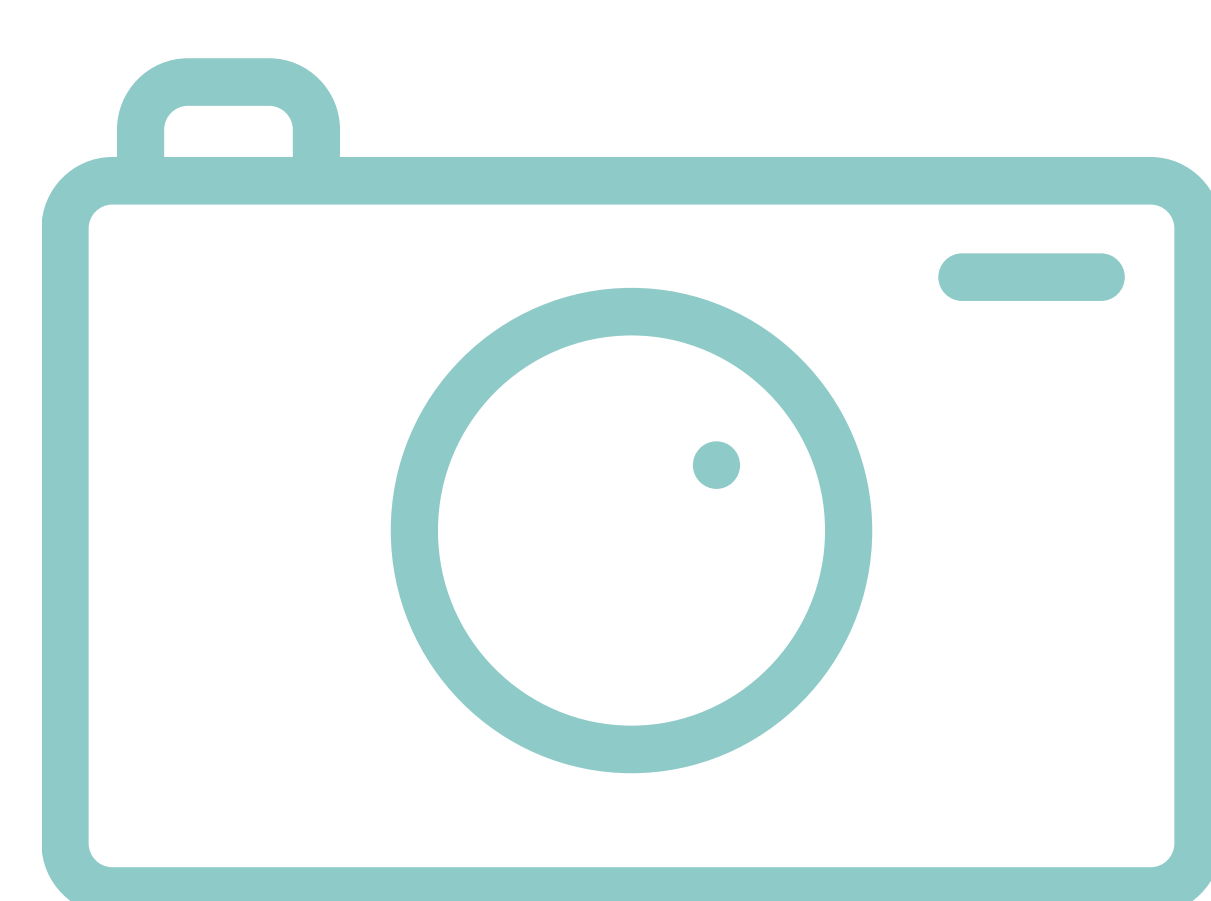
I partnered with the Friends of The Seattle Public Library to meet their document management need by creating an online, digital repository that would not only store and organize their historical documents, but that would enable the Friends to share some of these documents as well. Because the organization's staff is small, any continuation of the digital collection will be taken on by volunteers.

### Select



Focused on the first twenty years and selected materials of high interest

### Digitize



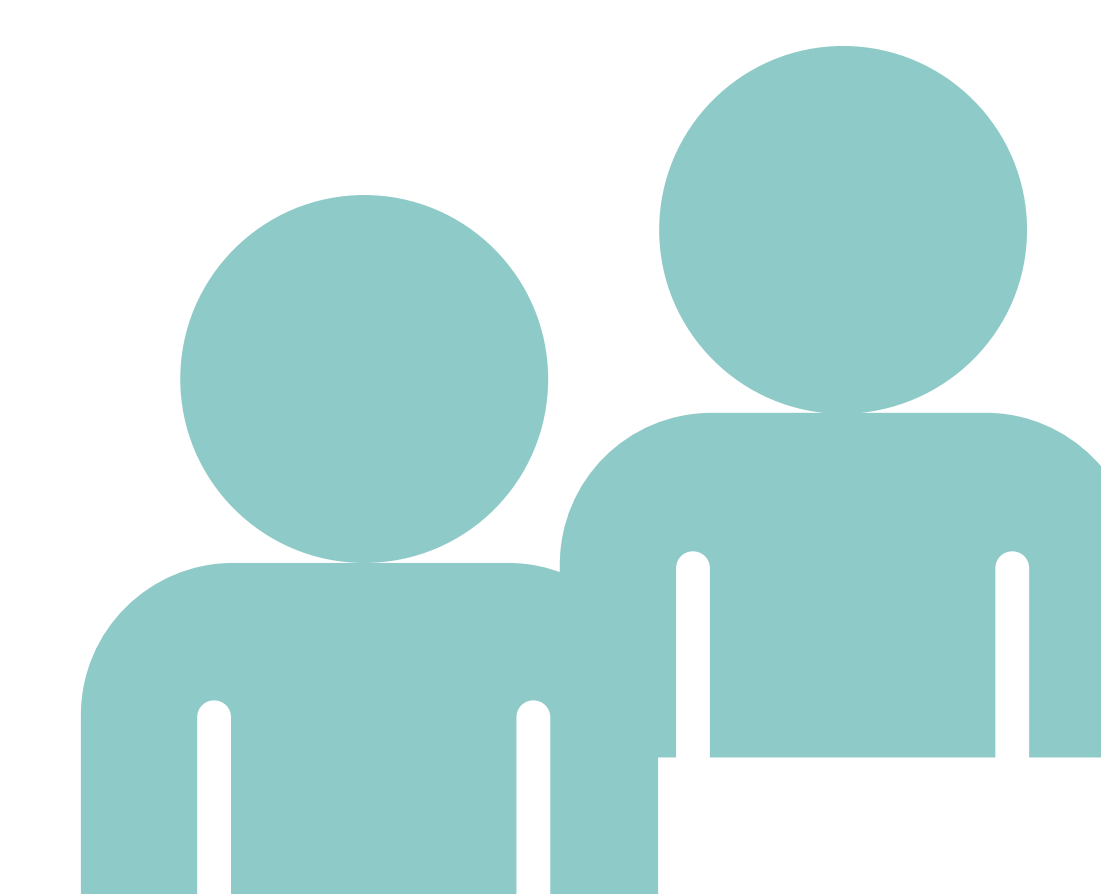
Used a scanner and tablet app to scan selected files onto a shared computer

### Upload



Created repository, uploaded scans, and applied metadata to items

### Train



Developed training materials and guides for volunteers

## Outcomes & Impact

As a result of this project, I created

- (1) an online, digital repository through Omeka,
- (2) an initial digitization of documents from the organization's first 20 years,
- (3) and training materials for the organization's volunteers

With the online, digital repository, the Friends of The Seattle Public Library now has a document management system with which they can share their history with their members and the public. These documents give insight into what was important to those living in Seattle throughout the years either through what they chose to write about in newsletters and correspondences or what types of programs and activities they decided to sponsor. By creating a volunteer training manual, the organization can independently continue their digitization efforts in the years to come.

