Somerset County 4-H Archive of New Jersey

Digital Preservation Policy

Created 11/10/2021 by Julia Meier
Reviewed 11/11/2021 by Julia Meier and Betty Sommerville
Reviewed 12/6/2021 by Julia Meier and Betty Sommerville

Purpose

The Somerset County 4-H Archive's mission is to preserve, collect, and provide access to records and documentary materials created by and related to Somerset County 4-H of New Jersey as a whole.

Background

The Somerset County 4-H Archive came into existence in 2020 due to the Pandemic when one volunteer, Betty Sommerville, had time to start the task of evaluating and arranging the various collections of records within the 4-H center. She focuses solely on the print photographic records. In 2021 a second volunteer, Julia Meier, joined to evaluate and arrange the 35mm slide records, along with other visual and audio formats.

History

Somerset County 4-H history goes back to 1917 when New Jersey's Cooperative Extension Service opened a county office in Somerville. Somerset County got its first 4-H Agent, Robert R. Windeler in 1938 and shortly afterwards within the 1940s started to have annual county fairs initiated by the Dairy clubs. It wasn't until 1948 the first official Somerset County 4-H Fair at the Far Hills Fairgrounds happened. In 1961 the county purchased the land of what is the current fairgrounds. In 1962 the Somerset County Fair moved to the current fairgrounds on Milltown Road in Bridgewater, known as the North Branch Fairgrounds. By 1964 Somerset County 4-H purchased property diagonal from the fairgrounds to build their 4-H center. In 1969 the Prep program, for 4-H members K-3rd grade, was launched. By 1970 the 4-H center was built and opened its doors for the various 4-H clubs and events to use. The center was officially finished in 1973 and dedicated in 1974. Today the building is still in use and the Somerset County 4-H happens annually every year at the North Branch Fairgrounds. The only exception was during the COVID-19 Pandemic that the 2020 and 2021 fairs were turned to a virtual setting.

User Community

The primary user community includes 4-H members and their families, leaders, volunteers, agents, and association members. The secondary user community is the local community and any user who has an interest in any of the records this archive holds.

Objectives

- Prioritize the digital preservation of items that will not survive a minimum of 5 years within their current form.
- Allow for access to preserved digital content outside of the 4-H center for anyone within the community.
- Provide wider access to the user community.
- Preserve the history of Somerset County 4-H for years to come.

Scope

The archive's prime directive is the responsibility of collecting, preserving, and providing access to records that record Somerset County 4-H's history. In reflection of this, the archive collects materials that cover the scope of the Somerset County 4-H of New Jersey and all entities within Somerset County 4-H in relation to 4-H. In terms of digital content and digitized records, this archive will collect and digitize unique items from donors and unique items generated from the Somerset County 4-H that fit within the scope of the archive.

Retention

With digital copies of and digital-born materials there will be three copies kept in three separate locations. Two of the locations will be external hard drives, and the third will be a cloud-based storage service. One hard drive will be kept at the Somerset County 4-H center with the physical collections. The second will be kept within the Somerset County Archives. ***Note:*** *The second hard drive and cloud base storage service are to store backup copies of the original digital files; they do not count towards the total of copies the archive retains as per the* [*collection policy*](#).

Roles and Responsibilities

Due to being staffed solely by volunteers, specific roles will vary and change as volunteers come and go. However, the volunteer who is designated as the head of the archive will be tasked with overseeing the implementation of this policy and all digital preservation aspects. They are allowed to delegate the various tasks related to the archive's digital preservation needs to other volunteers based on those volunteers' strengths, knowledge, and training. They will also provide training as needed to other volunteers. They are required with the input of at least one other qualified person to review this policy each year.

The Somerset County 4-H association and the Somerset County 4-H staff may offer help and input, however, final decisions will be made by the head of the archive and the consensus of the other volunteers.

- 11/01/2021: There are two volunteers, Betty Sommerville, and Julia Meier, working within the archive, they both share the title of head of the archive.

Standards

General

- This archive uses the Dublin Core (DC) metadata schema for its digital records.
- For the subject field Library of Congress Subject Authority Headings are used.
- Digital file formats preferred are TIFF, PDF, MPEG, and Wave

Digitization

When materials are digitized the corresponding preferred format is used.

Naming of files

SC4H_main subject_sub catergory_item #

Main subject categories

Code	Main categories
AWARD	Awards
CAMP	All 4-H camps
CLUB	4-H clubs and project areas
CENT	4-H Center and related buildings
DEMO	Presentations and Demonstrations
DISP	Displays
EVENT	Events & Trips
FAIR	4-H Fairs
MISC	Miscellaneous
OUTR	Outreach
PREP	Prep
PROMO	Promotional

Sub-categories

Code	Sub-categories
BEEM	Beemerville Camp
BIKE	Bikes
CAT	Cats
CHILD	Child Care
CLOWN	Clowns
COUNTY	County Level
COW	Cows (both Dairy and Beef)
DANCE	Dance
DOG	Dogs
ELEC	Electric, Electronics
ENTMO	Bugs
FAV	Favorite Foods
FCW	Farm City Week
FLOWER	Flower arranging
FNF	Food 'n' Fun
FOOD	Cooking
FOREST	Forestry
GOAT	GOAT
GUARD	Color Guard
GYM	Gymnastics
HERP	Herpetology
HORSE	Horses
HORT	Horticulture
IFYE	International Farm Youth Exchange
KARTS	GoKarts
KING	Kingston Clubs
KITE	Kites

LBC	Lebanon Baptist Camp
LGCOOK	L.G. Cook Camp
MAIR	Model airplanes
MOTO	Motorcross
MUSIC	Music
NATION	National Level
NEEDLE	Needle Crafts
NJTC	North Jersey Teen Conference
NORTH	Northover Camp
PARADE	Parade
PHEAS	Pheasants
PHOTO	Photography
POULTRY	Poultry
RADIO	Radio
RALLY	All rallys
RC	RC cars
ROBOT	Robotics
ROCK	Rockets
SEW	Sewing clubs
SHEEP	Sheep
SKATE	Skateboarding
SMALL	Small Animals
STATE	State Level
SWINE	Pigs
TOPS	TOPS Camp/ Summer Camp at 4-H center
TRAC	Tractors
TRAIN	Model trains
TWIRL	Twirling
WIND	Window Displays
WORK	Work Camp

WREATH	Wreaths

Please note that this list is subject to change due to the discovery of new categories and sub-categories as the volunteer staff processes the collections.

Storage and Organization

Stored within two external hard drives and a cloud-based storage program that all are identical in organization structure and contain all the same files, the archive has # of main folders which correspond to the main subject categories, then within each folder, there are subfolders based on the sub-categories. Within the sub-categories, it is further broken down by year. This reflects the physical arrangement of the physical collections.

Disaster Plan

The archive keeps multiple copies of digitized materials and digital born materials in three separate locations. This provides two other copies in case of corruption or loss of one set of records. This prevents several forms of disasters such as natural, intentional destruction, and unintentional destruction from causing the permanent loss of a record or collection.

Preservation

To prevent deterioration of the digital records, the archive's volunteer staff review the status of the records stored on both hard drives as well as on the cloud base storage yearly to prevent such things as bit-rot, accidental deletion, and obsolete formats from destroying the records.

Access

The archive's collections will not be restricted to specific users or user groups. Somerset County 4-H prides themselves on being a non-inclusive organization and this archive reflects that. There is no restriction on access to the archive's digital collections.

Use and Rights

Any photograph, video, sound recording, or other material, created by Somerset County 4-H or any person a part of it, that is donated to the archive will be considered property of the archive upon transfer to the archive. The archive will also hold the rights to the material unless otherwise noted.

The archive's digital records are allowed to be used for personal, non-profit, and educational uses only. Any use for profit or publication must be requested before use, unless otherwise noted.

Review

Each year this policy will be reviewed by the head volunteer and at least one other qualified person. When reviewing the policy all aspects must be reviewed. Special attention should be paid towards *Standards, Disaster Plan*, and *Preservation* sections.

References

This policy was influenced by these resources:

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