

# Caring for your collections:

## Digital content

The rapid rise of digitally created photographs, documents, publications, and communications has presented a lot of challenges to libraries and other collecting institutions around the globe. Libraries are devoted to preserving our collection items no matter what format they come in, and a lot of time and resources are spent making sure that the digital files we receive today will be accessible for years to come. While you may not have access to the state-of-the-art technology and equipment that your library does, there are still activities that you can do at home to ensure your digital treasures last a lifetime.

By following a few simple steps, you can help to preserve your digital photographs, emails, recordings, and documents.

Watch the video, *Preserving your digital treasures* ([www.vimeo.com/62131787](http://www.vimeo.com/62131787)) to learn more.

There are also comprehensive guides available from the Library of Congress to provide further information about preserving your digital collections  
[www.digitalpreservation.gov/personalarchiving](http://www.digitalpreservation.gov/personalarchiving).

Topics covered include:

- digital photographs (<http://www.digitalpreservation.gov/personalarchiving/photos.html>)
- digital audio (<http://www.digitalpreservation.gov/personalarchiving/audio.html>)
- digital video (<http://www.digitalpreservation.gov/personalarchiving/video.html>)
- electronic mail (<http://www.digitalpreservation.gov/personalarchiving/email.html>)
- personal digital records  
(<http://www.digitalpreservation.gov/personalarchiving/records.html>)
- other resources (<http://www.digitalpreservation.gov/personalarchiving/websites.html>)

This information is intended as a basic guide only.

*The procedures described here have been used by State Library of Queensland in the care of its collections and are considered suitable by State Library as described; however, State Library will not be responsible for damage to your collections should damage result from the use of these procedures.*

## Need further information?

(07) 3840 7810 | <http://www.slq.qld.gov.au/preservation>

