

GUIDELINES

for the

Documenting Community, 2020 Digital Archive Project

PLEASE NOTE: THIS IS NOT A REQUIRED PROJECT. BY CHOOSING TO PARTICIPATE IN THIS PROJECT, YOU AGREE THAT YOU WILL CONDUCT ALL ACTIVITY VIRTUALLY, FOLLOWING ALL COVID-19 GUIDELINES AND REQUIREMENTS WHERE YOU ARE CURRENTLY SITUATED (E.G., [DENVER](#), [THE CITY AND COUNTY OF BOULDER](#), AND [THE STATE OF COLORADO STAY AT HOME ORDERS](#)).

Note: Special Collections, Archives & Preservation will appraise all submissions and cannot guarantee that submissions will be retained in the *Documenting Community, 2020 Digital Archive*.

What sorts of things can you document?

PHOTOGRAPHS:

- **Note: Take photos outside of your home ONLY when you are outside for activities allowed by, and when you are abiding by, the COVID-19 guidelines and requirements where you are currently situated (e.g., the Colorado [Stay at Home order](#)).**
- **Note: Please observe campus [photo and video policies](#) and requirements regarding [consent](#).**
- Photos of places that have been affected by COVID-19.
- Photos of signs about COVID-19 (e.g., public health pamphlets or posters, building closures, notices about washing hands, notices of canceled events, etc.)
- Photos of people as they grapple with COVID-19.
- Photos of signage that document bad behavior or acts of kindness.
- Photos that document acts of kindness
 - Memes. For example, those with a tie to the campus or Boulder, but any CU Buff related meme.
 - Read the following NPR article about photographing places: <https://www.npr.org/sections/health-shots/2020/03/19/818017124/photos-life-and-work-amid-the-outbreak> Note how posters are photographed. If you photograph a stranger you must first ask for their permission (please see photo and video policies linked above) while abiding by the COVID-19 guidelines and requirements where you are currently situated.
 - This is an example of one Colorado photographer's careful approach to photographing her community: <https://www.coloradohometownweekly.com/2020/03/20/lafayette-photographer-documents-isolated-people-during-coronavirus-spread/> Note that she sought permission from her subjects to photograph the impact of COVID-19 on her community from the recommended social distance.

AUDIO OR VIDEO INTERVIEWS

- **Note: If you are conducting audio or video interviews with individuals outside of your home, you must conduct these virtually by telephone/Zoom/Skype/Facetime/MS Teams/providing the interviewee with the questions and asking them to record themselves answering.**

- PLEASE NOTE: All people you interview need to sign an [oral history release form](#). Provide the release form to the interviewee electronically (e.g., text or email it to them as an attachment). Ask the interviewee to sign the form and return it to you electronically (e.g., sign it, photograph it, and send the photograph to you electronically). See instructions for audio or video interviews/diaries below.
- Short interviews with friends, family, or other people in your life about how COVID-19 is affecting their lives. If you conduct interviews with people outside your home, you must conduct these virtually by telephone/Zoom/Skype/Facetime/MS Teams/providing the interviewee with the questions and asking them to record themselves answering. Questions might include (but feel free to add your own):
 - How has your daily life been affected by COVID-19?
 - How are you feeling about how CU Boulder has responded to COVID-19?
 - Describe how your feelings about COVID-19 have evolved since receiving the first email about the pivot from in-class to online learning.
 - What are your feelings about having classes online? Describe the transition, IT challenges and/or studio and lab challenges that you needed to manage.

AUDIO OR VIDEO DIARIES

- Video or audio recordings that you record of yourself talking about the experience of keeping social distancing or following other COVID-19 guidelines and requirements during this COVID-19 situation.
- You will need to sign an [oral history release form](#) if you decide to do this and submit it electronically. See instructions for audio or video interviews/diaries below.
- Anyone else who appears in these audio or video diaries will ALSO need to sign an oral history release form and submit it electronically. See instructions for audio or video interviews/diaries below.

DIGITAL DIARIES, JOURNALS, COMMONPLACE BOOKS, ARTISTS' BOOKS, GRAPHIC NOVELS, AND OTHER CREATIVE WORKS

- Please note: current submissions will be in digital formats; please take time to photograph carefully any 3-dimensional submissions such as commonplace or artists' books (well-lit; nice, simple backgrounds).
- These might include your reflections on topics close to home or broader topics of community and nation. For example:
 - How has the pandemic affected your daily life?
 - How do you feel about responses to the pandemic at the local, national, and international level?
 - Does the pandemic affect the way you think about the future?
 - Reflect on a dialogue you might see between past and present. Do you see echoes of past events in the challenges of today?
 - Reflect on what you observe in neighborhoods that you pass through while you are outside for activities allowed by, and when you are abiding by, the COVID-19 guidelines and requirements where you are currently situated.
 - Keeping a student's or classmate's anonymity in mind, reflect on your conversations with others.
 - Screenshots of international headlines to capture coverage of events from different perspectives.

Instructions for photographs

1. **Note: Take photos outside of your home ONLY when you are outside for activities allowed by, and when you are abiding by, the COVID-19 guidelines and requirements where you are currently situated (e.g., the Colorado [Stay at Home order](#)).**
2. Photos can be taken with either a cell phone or digital camera.
3. Make sure the image is clear (not blurry) and well-lit.
4. See "Uploading documents" for instructions on uploading your files to Google Drive and renaming the files.

Instructions for audio/video interviews and diaries

1. **Please remember to practice safe social distancing. If you are interviewing someone in your home, this individual should be someone who is not in self-quarantine. If you are conducting audio or video interviews with individuals outside of your home, you must conduct these virtually.**
2. **Every person you interview needs to sign an [oral history release form](#)** (linked here; also available in the Google folder) and submit it electronically. You also need to complete and submit one electronically if you are filming or recording yourself.
3. Interviews can be done using a cell phone or audio recorder of your choice.
4. Make sure you are in a QUIET place with little to no background noise.
5. Please ask for permission to interview and record the person BEFORE you start recording. Ask them, "Do I have your permission to interview you and record you for the University of Colorado Boulder Libraries' COVID-19 documentation project?" ONLY PROCEED IF THEY SAY YES. Tell them a little bit about why you are participating in this project, what the project hopes to accomplish, and that their interview will be placed in the Archives at CU Boulder for the public to access and listen to so that future generations can understand how COVID-19 affected our campus and community.
6. Ask if they prefer to provide *anonymous* comments. If so, be sure that you document that important information (i.e. requests anonymity) so that you do not upload identifiable information. STATE AT THE BEGINNING OF THE RECORDING THAT THE PERSON YOU ARE INTERVIEWING PREFERS TO REMAIN ANONYMOUS. If they wish to remain anonymous, we still need the person you interview to complete step 3, below.
7. See "Uploading documents" for instructions on uploading your files to Google Drive and renaming the files.

Instructions for uploading documents

1. Each SCAP/Library student has their own folder in our Google Drive folder for the project. Please upload photos, audio, or video to your personal folder.
2. VERY IMPORTANT: Change the file name of each item as follows:
 - a. *For photos of inanimate objects:* Date, Place (including city, state, and country). For example: "3.25.2020 Doe family house Bismarck, ND"
 - b. *For photos of people:* Date, Place (including city, state, and country), Name of Person. For example: "3.20.2020 Black Hawk, CO Drew Doe"
 - c. *For audio or video interviews/diaries:* Date, Name of Person. For example: "3.20.2020 Drew Doe."
3. For audio or video interviews, please upload a copy of the **signed oral history release** for each person you interview or who appears in the recording into your folder, including yourself.

RESOURCES

Consider searching historic topics in freely available online sources and/or primary sources through Chinook for historic and contemporary comparison to information found today in broadcast media or on social media channels. For example:

- [The Centers for Disease Control and Prevention](#) for sources on epidemiology, etc.
- Colorado [Historic Newspapers](#)
- The College of Physicians of Philadelphia's [History of Vaccines](#) online exhibit
- [Congress.gov](#)
- Digital Public [Library](#) of America
- [Early English Books Online](#) (primary sources through Chinook); requires CU Identikey login
- [Eighteenth-Century Collections Online](#) (primary sources through Chinook); requires CU Identikey login
- [Folger Shakespeare Library](#) for online sources and other resources
- [Foreign Newspapers Online](#); World [Watch](#)
- Harvard's "[Contagion: Historical Views of Diseases and Epidemics](#)" for thousands of digitized primary sources
- [Influenza Encyclopedia](#)
- [Internet Archive](#)
- [The Library Company of Philadelphia](#) for online sources
- Library of Congress' [Chronicling America](#) links to historic US newspapers
- Consider the [Life in a Day](#) concept but on a smaller scale
- [National Archives, United Kingdom](#) for primary and secondary sources on outbreaks of disease
- The [National Archives](#) (US), for example, "[The Deadly Virus: the Influenza Epidemic of 1918.](#)" for primary sources
- [National Institutes of Health](#) for sources on the history of a range of diseases
- [Nineteenth-Century Collections Online](#) (primary/secondary sources through Chinook); requires CU IdentiKey login
- The Wellcome Library, [Wellcome Collection](#) for images of primary sources