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Archivist's Report
November 20, 2012

Because of the sizeable task of document conversion, the Archivist would respectfully like to solicit suggestions regarding how the "power of many" could be harnessed to aid with digitization and moving files. As archival materials are received from MHSLA members, this task grows even more daunting.

Prior to disseminating password information to the entire MHSLA membership, instructions for viewing archival materials, tagging photos, and uploading photos are provided below for Board members to review.

Viewing MHSLA Archival Documents:
1) Go to the following URL: http://fir.ferris.edu:8080/xmlui/password-login
2) Sign in to FIR (the Ferris Institutional Repository) using the following credentials:
   a. **E-mail Address**: mhslaarchives@library.ferris.edu
   b. **Password:** archives1
3) Under Communities in FIR, select **Michigan Health Sciences Libraries Association**
4) You may use the browse or search features to find desired documents
5) Not all documents are currently digitized, so please contact the Archivist, Alison Konieczny, if there is a document that should receive priority for digitization
6) Please note, there is also a link to the photos archive from the documents archive. Below is information for accessing the photo archives.

Viewing MHSLA Archival Photos:
1) You may link out from the MHSLA documents archive, or go directly to the following URL to access the photo archives:
   http://library.ferris.edu/resourcespace/login.php?url=%2Fresourcespace%2F&nocookies=true
2) Enter the following logon info:
   Username: mhslaarchives
   Password: archives1
3) Go to **My Collections**, and select **MHSLA**
4) You may browse the photos, or search by keywords
5) All MHSLA members have tagging privileges and uploading privileges.

Tagging Photos:
1) Consider searching on **unknown** to retrieve photos with individuals/events that were not identified
2) Select the photo you wish to take, and under **Resource Tools** that displays to the right of the photo, select **Edit**. Keywords can be the event, etc., and you may add a caption as well. People should be entered in the **Named Person(s)** field.

Uploading Photos
1) After logging in as instructed above, click on **Upload.**
2) There will be a series of drop-down menus, just change the following:
   Add to Collection: MHSLA
3) **Resource MetaData** will then show up.... there are many fields that you can leave blank. If possible, fill out the following fields:
   a. **Title:** *Event Name/Year
   b. **Keywords**: Feel free to add tags
   c. **Named Persons** - Please name people left to right. If you don't know somebody, please enter unknown .
   d. **Date**: Please enter the date of the event

Respectfully submitted,

Alison Konieczny