



**ARCHDIOCESE**  
*of* **MILWAUKEE**

## **Caring for Visual Images at Parishes**

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- The mission of the archives is to collect, preserve, organize and make available for research the permanently valuable records and artifacts of this archdiocese that reflect the work of the Church, its people and institutions.
- Parish photographs are a visual representation of the history of your parish, parishioners, and community!





..to **collect**, organize, preserve, and make available for research...

## Locate photos in parish & school offices

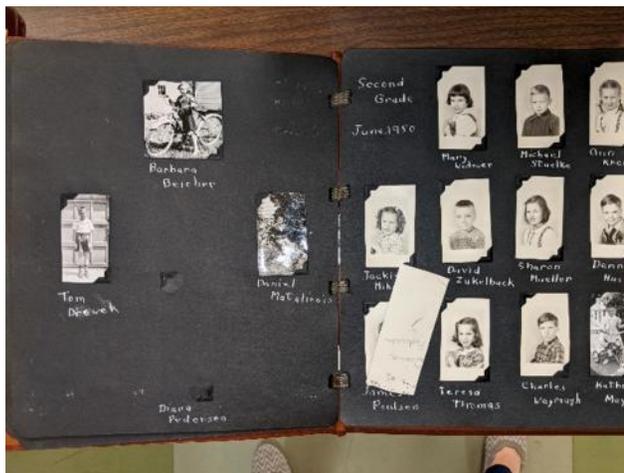
- Filing cabinets and closets
- Basement boxes “old stuff”
- Anniversary or directory materials
- School records





## Types of Photographs Found

- Loose photos
- Albums
- Scrapbooks
- Oversized or large framed
- Slides





..to collect, **organize**, preserve, and make available for research...

- Identify photos
  - Who, what, where, and when
  - Group by event or year
  - Volunteer group to help
- Select photos
  - Representative sample of the event/year/etc.
  - What photos best tell this story



*..to collect, organize, **preserve**, and make available for research...*

## ***Environment is the most important part of preservation***

- Ideal:
  - Temperature of 68
  - Relative Humidity of 20-40%
  - No light source
- Minimum:
  - Maintain a stable temperature and humidity
  - Keep away from light
- Exhibits
  - Use copies



- Keep same sizes/types together
- Place large photographs in shallow pH neutral boxes (clamshell boxes)
- Interleave photographs with neutral pH paper or store in individual envelopes
- Write on back with soft #4 pencil





Good archival supply companies include:

- Gaylord
- University Products
- Hollinger-Metal Edge
- The Container Store

Make sure supplies pass the PAT  
(Photographic Activity Test)



...to **collect**, organize, preserve, and **make available for research**...

- **Who asks for photos**
  - Parish history/ anniversary committee
  - Individuals – family history, school photos, personal records
  - Class reunions
- **Best Practices for Use of Parish Archival Records**
  - [Parish & School Resources](#)
- **Copyright permission**
  - For publications outside of parish
- **Priest Photographs**
  - Be aware of your parish history

# Digital Photographs: No Metadata



-  PXL\_20221007\_153456549.jpg
-  PXL\_20221007\_160020743.jpg
-  PXL\_20221007\_160058351.jpg
-  PXL\_20221007\_160109943.jpg
-  PXL\_20221007\_160158488.jpg
-  PXL\_20221007\_160225480.jpg
-  PXL\_20221007\_160638972.jpg
-  PXL\_20221007\_160658886.jpg
-  PXL\_20221007\_161016827.jpg
-  PXL\_20221007\_161035527.jpg



# Digital Photographs: Basic Metadata



- Sub-St-Casimir-Parish-Milw-01.tif
- Sub-St-Casimir-Parish-Milw-02.tif
- Sub-St-Casimir-Parish-Milw-03.tif
- Sub-St-Casimir-Parish-Milw-04.tif
- Sub-St-Casimir-Parish-Milw-05.tif
- Sub-St-Casimir-Parish-Milw-06.tif
- Sub-St-Casimir-Parish-Milw-07.tif
- Sub-St-Casimir-Parish-Milw-09.tif
- Sub-St-Casimir-Parish-Milw-10.tif
- Sub-St-Casimir-Parish-Milw-11.tif
- Sub-St-Casimir-Parish-Milw-12.tif
- Sub-St-Casimir-Parish-Milw-13.tif
- Sub-St-Casimir-Parish-Milw-14.tif
- Sub-St-Casimir-Parish-Milw-15.tif
- Sub-St-Casimir-Parish-Milw-16.tif
- Sub-St-Casimir-Parish-Milw-17.tif
- Sub-St-Casimir-Parish-Milw-18.tif
- Sub-St-Casimir-Parish-Milw-19.tif

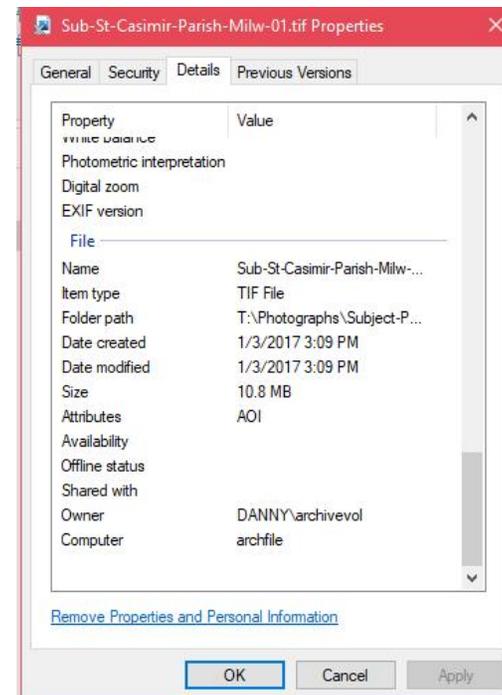




## Who, What, Where, When, Why



A	B	C
filename	date	description
Sub-St-Casimir-Parish-Milw-01.tif	1997 May	Exterior view of St. Casimir Catholic Church, Milwaukee, Wis.
Sub-St-Casimir-Parish-Milw-02.tif	1997 May	Front of the exterior of St. Casimir Church in Milwaukee with focus on a statue above main window.
Sub-St-Casimir-Parish-Milw-03.tif		Illustration of the exterior of St. Casimir Catholic Church on the image side of a postcard.
Sub-St-Casimir-Parish-Milw-04.tif	1967	The interior of St. Casimir Church in Milwaukee decorated for Christmas. Photo appears on the front of a parish christmas greeting card.
Sub-St-Casimir-Parish-Milw-05.tif		St. Casimir Catholic Church interior as seen through the center aisle looking towards the altar.
Sub-St-Casimir-Parish-Milw-06.tif		St. Casimir Church in Milwaukee interior viewed from the center aisle looking towards the altar.
Sub-St-Casimir-Parish-Milw-07.tif	1980	St. Casimir Church in Milwaukee view of interior after altar extended, pews adjusted to face altar on sides.
Sub-St-Casimir-Parish-Milw-09.tif		Small chapel within the Sister's Convent of St. Casimir Parish in Milwaukee
Sub-St-Casimir-Parish-Milw-10.tif	circa 1940s	Group of children with altar servers and priest at St. Casimir Catholic Church in Milwaukee, Wis.
Sub-St-Casimir-Parish-Milw-11.tif		Class photo of students in Grade 6 of St. Casimir Catholic School in Milwaukee, Wis.





## ***Environment is the most important part of preservation***

- LOCKSS (Lots Of Copies Keeps Stuff Safe)
  
- 3-2-1 Backup Rule
  - 3 copies of your files
  - 2 backups on different types of media
  - 1 backup stored offsite or in the cloud



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