



## Organizing Your Photo Collections

*Kevin Johnson, Photo Archivist*

In this day and age, everyone has their own photography archive—typically made up of photos they have taken or acquired throughout their lives. These may include family albums, boxes of prints, negatives and slides, and digital photographs taken with cameras or phones. Managing a mass of images can be a daunting task. This course will offer tips and suggestions on how to organize your archive, find what you are looking for in it, and be prepared to pass it on to the next generation.

### **Topics Covered:**

- Organizing and archivally storing your physical photographs, negatives & albums
- Organizing your digital photos on your computer and setting up a digital archive
- Naming and/or numbering your files, understanding metadata and creating a basic finding aid

### **Program Benefits:**

- Learn how and where to store your physical photographic materials
- Set up a digital archive on your computer where all your digital photos can be stored AND found later
- Leave an archive for your heirs that will be useful, helpful and organized.

### **Target Audience:**

- Museum professionals
- Historical society staff or volunteers
- Schools
- Libraries
- Community Members

**Experience Level:** Appropriate for both Novice and Intermediate

- Novice - *Has minimal or textbook knowledge without connecting it to the practice*
- Intermediate - *Has basic knowledge of key aspects of the practice*

**Program Fee:** \$60

**Contact Hours:** 2

**Delivery:** Lecture/Hands on

## **About the Instructor:**

### **Kevin Johnson**

Photo Archivist

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Kevin Johnson earned his bachelor's degree from St. Joseph's University and a Professional Certificate in Photography from the Maine Photographic Workshops. Kevin has served as the Photo Archivist at PMM since 2007 and has grown the Museum's collection to more than 500,000 photographs. Since joining PMM, he has curated or co-curated more than 30 photography exhibits. He is the co-author of *Maine on Glass: The Early Twentieth Century in Glass Plate Photography*, author of the forthcoming *Boothbay Now and Then*, and is a regular contributor to several area publications. Kevin was a co-founder and co-owner of Aarhus Gallery in Belfast. He occasionally finds time to pursue his personal photography.