Let’s Talk About Digital Storage

Vancouver Public Library
Learning Opportunities @ VPL!

- Digital Essentials: [vpl.ca/program/digital-essentials](vpl.ca/program/digital-essentials)
Learning Opportunities @ VPL!

Lynda.com: vpl.ca/lynda

VPL Research Guides: guides.vpl.ca
• Mobile Device Essentials - guides.vpl.ca/mobiledevices
Learning Opportunities @ VPL!

We are here to help!

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info@vpl.ca
Today we will learn.

- Features of different data storage options
- Creating a storage plan
- Naming conventions to help organize files
Local Storage
Portable Storage
Cloud Storage
Types of Cloud Storage

- Dropbox
- Flickr
- Google Drive
- SA.COM
## Bytes and more bytes

<table>
<thead>
<tr>
<th></th>
<th># of Bytes</th>
<th>Examples of uses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kilobyte (kb)</td>
<td>1,000</td>
<td>1 Kb : 500 words</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2 MB: 1000 photos</td>
</tr>
<tr>
<td></td>
<td></td>
<td>500 MB: a TV episode</td>
</tr>
<tr>
<td>Megabyte</td>
<td>1,000,000</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>2 GB : a full length movie</td>
</tr>
<tr>
<td>Gigabyte</td>
<td>1,000,000,000</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>2 TB = 2 GB * 1000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>How many movies is that?</td>
</tr>
<tr>
<td>Terabyte</td>
<td>1,000,000,000,000</td>
<td></td>
</tr>
</tbody>
</table>
A Note About “Social Storage”
• Obsolescence or failure
• Stockpiling
• Distribution
• Clones
• Saturation
• Metadata
Case Studies

- In small groups, identify possible obstacles and challenges
- Share and discuss

- Obsolescence
- Failure
- Stockpiling
- Distribution
- Clones
- Saturation
- Metadata
Step 1 – What?
Step 2 – Where?
Step 3 – When?
Step 4 – What is it called?
Step 5 – Labels & tags

Creating a Storage Plan
Step 1 – What?

Decide what to save:
• case by case basis
• based on format or topic

What is valuable to you?
Step 1 – What to save

• Will you need it again?
  – How frequently?
  – Under what circumstances?

• Will you need to edit it?

• Will you need to share it?
  – Formatting and file type.
# Some File types

<table>
<thead>
<tr>
<th>Function</th>
<th>Extension e.g. digital_storage_lesson.doc</th>
</tr>
</thead>
</table>
| Word processing and text based file types | .doc - Microsoft Word  
|                                  | .pdf – Portable document formal (image of a text document)  
|                                  | .odt – Open office text document (similar to MS Word)  
|                                  | .xls - Excel (Microsoft product)  
|                                  | .pptx – PowerPoint (Microsoft)  |
| Image-based                      | .jpg – most photographs  
|                                  | .gif – drawings and icon-like images  |
| Moving media and sound           | .mp3 – music files, universal  
|                                  | .m4a – music files – Apple/itunes  
|                                  | .mp4 - moving pictures, universal  
|                                  | .Mov – apple videos  
|                                  | .wmv – windows videos  |
Step 2: Where? (Rule of 3)

- Your files
- Virtual location
- Physical location
On Your Computer or device

Microsoft Operating System

Mac Operating System
On the cloud

Access through:

a) Internet browser
b) Application installed on computer or device

Syncs between platforms

Updated “real time” — good for collaboration and sharing

Privacy important and sharing settings managed
Step 3: When to save?
Step 4: Naming Conventions

Example: [Date]-[Place] - [description]-[event]
2007-11 – Malibu – Adamson – House Visit.jpg
ORP
[Place] -[description]-[event]- [Date]
Malibu_Adamson_House_Visit_2007_11.jpg

– Reflects your way of remembering information
– Separate the fields (underscore/dash) helps visibility
– The year and month are very helpful!!
– Versions are often noted with v1, v2, v3 at the end
Step 4: Naming Conventions

Images

2008-08-21 Italy Trip

Rome

coliseum.jpg
Review: your storage plan

Step 1 – What?
Step 2 – Where?
Step 3 – When?
Step 4 – What is it called?
• Keep up-to-date
• Stay informed
• Check condition of your physical storage
• Check on cloud storage providers
• Upgrade and migrate
The benefits and limitations of different data storage tools
Considerations for creating a storage plan
Naming conventions when saving information
What metadata is and how to use it
We want your feedback!

Please fill out an evaluation form to tell us what you thought of this class and help us improve our programs.

Online: www.vpl.ca/trainingfeedback

Thank you!