

Documenting Clear Creek County During COVID-19

Dear Clear Creek County residents:

As we all follow recommendations for social distancing and other measures related to COVID-19, we believe there is an opportunity to create a new community archive that documents, in real time, our perspectives, voices, reflections, thoughts, and experiences during this unprecedented historical event. Our goal is to capture the ways that COVID-19 is affecting our county, our communities, and our personal and family lives, particularly through collecting three major categories of materials: photographs, audio/video interviews, and diaries.

Material does not need to be donated in real time; we encourage you to begin documenting and organizing your materials now and donate them when situations begin to change and the libraries open again.

Please note: By opting in to this project, you agree that you will not put yourself or others in situations where you (or they) may contract COVID-19. Please follow all orders and social distancing guidelines provided by the State of Colorado, the US Federal Government, and the Centers for Disease Control.

We may not be able to accept all material; material is subject to librarian approval based on the size of files, the amount of material, the relevance, etc.

If you are interested in helping us document this moment in our history, read more about the project below. If you have questions, please contact archives@ccclld.org

Thank you and stay safe!

The Clear Creek County Library District Staff

Clear Creek County COVID-19 Community Archive

We welcome donations of the following three types of materials: photographs, interviews, and personal diaries. See below for examples and descriptions of each item type. You can also find instructions and organization/transferring information below.

Please note: To donate material of your creation (photographs and diaries), you will need to [submit a donation form](#). For interviews with others, you will need to have the [interviewee sign a waiver](#). Forms can be physically signed and submitted physically or digitally (a good photo or a scan) with the rest of the material. Please note that by signing these forms, you (or the interviewee) are agreeing to transfer rights to the Clear Creek County Library District so that the items may be open and available for use and research by anyone. Much of the digital material that we accept for this collection will be housed and accessible on our online archival repository here: <https://cccl.d.cvlcollections.org/>

1. Digital Photographs

- Photos of places in Clear Creek County that have been affected by COVID-19 (i.e. empty buildings/restaurants/grocery stores, roads, etc.)
- Photos of signs about COVID-19 in Clear Creek County, such as:
 - Public health posters, building closures, notices about washing hands, notices of canceled events. etc.
- Photos of people in Clear Creek County as they grapple with COVID-19 related measures

Instructions for photographs

1. Photos can be taken with either a cell phone or digital camera.
2. Make sure the image is clear (not blurry) and well-lit. Please do not compress images.
3. See “organizing and transferring documents” (below) for instructions on renaming files and uploading them.

2. Audio or Video Interviews

- Short interviews with friends, family, or other people in Clear Creek County about how COVID-19 is affecting their lives. Feel free to write your own questions, but example questions might include:
 - How has your daily life in Clear Creek County been affected by the need to practice social distancing?
 - 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?
 - Do you see connections between events of the past and the challenges of today?

Instructions for audio/video interviews

- Interviews can be conducted by cell phone app or recorded through Skype/Zoom/another computer app.
- Make sure you are in a quiet place with little to no background noise.
- 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 a Clear Creek County COVID-19 library archive collection?” Only proceed if they say yes. Remind them that their interview may be placed in a digital library archive for the public to access so that future generations can understand how COVID-19 affected our community.
- Every person you interview needs to sign an [oral history release form](#).

3. PERSONAL AUDIO/VIDEO DIARIES OR PHYSICAL DIARIES

- 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?
 - Do you see connections between events of the past and the challenges of today?

- Reflect on what you observe as you pass through parts of the state while driving to the grocery store, etc.,

Instructions for diaries (digital or physical)

1. Audio/video diaries can be conducted by cell phone app or recorded through Skype/Zoom/another computer app.
2. If recording, make sure you are in a quiet place with little to no background noise.
3. Physical diaries cannot be donated until the libraries open and we have deemed it safe to begin acquiring material.
4. See “Organizing and Transferring Documents” (below) for instructions on renaming files and transferring them to the Clear Creek County Local History Archives.

Organizing and Transferring Documents

1. You are free (and encouraged) to keep your material organized and donate the material after the libraries open again. You may also transfer material via a service such as Google Drive (contact archives@ccclld.org for questions or to transfer).
2. FILE NAMING: So that we can keep track of your material, please change the file name of each item as follows:
 - a. *Photos*: Date, Place, Person [if applicable]. For example: “3.22.2020 Kneisel and Anderson Georgetown” or “4.5.2020 Interstate 70 at Dumont”
 - b. *For audio or video interviews/diaries*: Date, Name of Person. For example: “3.22.2020 Louie Taylor”
3. For photographs and personal diaries, please complete a [donation form](#)
4. For audio or video interviews with others, please save a copy of the [signed oral history release](#) for each person you interview.
5. If you have access to Google Drive, consider organizing materials that way so that they are easy to share/transfer to the library.
6. As long as you keep everything well named and organized, we would be happy to do a physical transfer (flash drive, etc.) once the Clear Creek County Library District Archives physically opens again.
7. Email archives@ccclld.org for questions or submissions.