



MAHWAH MUSEUM NEWSPAPER DIGITIZATION PROJECT

BUILDING A COMMUNITY

NEW JERSEY COUNCIL FOR THE HUMANITIES

- Established in 1972 as a state partner to the National Endowment for the Humanities.
- Funds humanities presentations, research and outreach.
- Provided the Mahwah Museum with a grant to run this program.



NEWSPAPER CLIPPINGS!



- For local history they are one of the best resources out there.
- But they can be difficult to work with in paper format.
 - Do we sort them by date, by topic, by newspaper?
 - How do we get control over names and events discussed?
- We'll be able to better use them for exhibits and research.



OBJECTIVES

1

Scan newspaper
clippings from our
archival collections

2

Describe them in a
database

3

Mount them on a
website for
research

MORE OBJECTIVES

1

Meet new people!

2

Talk about local
history!

3

Preserve the past!

DIFFERENT WAYS TO HELP

Scan

- The Scanning team will scan or photograph the clippings and create digital images.

Look

- The Data team will look at the clippings and fill out the forms

Solve

- The Research team will try to solve mysteries

Check

- The Quality team will check our work

Choose

- Choose the tasks that interest you. You can do all the jobs, start to finish, or specialize. It's your choice!

SCANNING TEAM

**MAHWAH NEWSPAPER DIGITIZATION
PROJECT**

SCAN TEAM OVERVIEW

Receive a set of 10-20
newspaper clippings

Photograph or scan them

Save them on a thumb
drive or e-mail them to us

HOW DO I KNOW WHAT'S RELEVANT?

Not all the clippings are about local history.

- John Bristow was interested in historic houses and military history
- Janet Brown collected materials about stock markets

We do want materials from surrounding towns and counties.

- Before 1944, our town was called Hohokus Township. Mahwah was one section of town.
- Ramsey, Upper Saddle River, Allendale and Oakland used to be part of Hohokus Township
- People that lived here had close connections to towns in Rockland Country, Suffern, Hillburn, etc.
- Towns like Ridgewood, Waldwick, Wyckoff, Franklin Lakes are all close enough to provide good information on our shared past.

SCANNING OR PHOTOGRAPHING?

Scanners:

- Crisper images with better lighting
- Easier to crop around the edges of the clipping
- Sometimes the scan bed is too small for the clipping

Digital Cameras

- Might need a tripod to avoid blurry photos
- Can handle larger clippings
- Smart phone apps allow some cropping
- Sometimes need additional lighting to avoid shadows

SAVE AND SEND

Place your thumb drive
in the envelope with the
scanned clippings and
return to us.

Or, e-mail the files to
**mahwahnewspapers@
gmail.com**

DATA TEAM

**MAHWAH NEWSPAPER DIGITIZATION
PROJECT**

MAHWAH NEWSPAPER SITE

Built on a
platform called
Omeka.

Cloud-based, so
you can work
from anywhere.

Information is
organized in
fields.

Needs a User
and Password.

ACCESSING THE SITE

- <http://news.njdigitalhistory.org/news/admin>
- User name: _____
- Password: _____

NAVIGATING THE SITE

The screenshot shows the dashboard of the New Jersey Digital History News Archive. The top navigation bar includes links for Plugins, Appearance, Users, Settings, and a user greeting 'Welcome, Cathy Moran Hajo' with a Log Out option. A left sidebar contains a menu with items like Dashboard, Items, Collections, Item Types, Tags, Exhibits, Simple Pages, Map, Item Relations, and Simple Vocab Plus. The main content area features a 'Dashboard' header, a search bar, and a summary of site statistics: 144 items, 11 collections, 58 tags, 9 plugins, 6 users, the 'Emiglio' theme, and 0 exhibits. Below this are two columns: 'Recent Items' and 'Recent Collections', each listing recent entries with an 'Edit' link. At the bottom, there are links for 'Add a new item' and 'Add a new collection'. The footer indicates the site is powered by Omeka and provides links to documentation and support forums, along with the version number 2.5 and a link to system information.

New Jersey Digital History News Archive

Plugins Appearance Users Settings Welcome, Cathy Moran Hajo Log Out

Dashboard

Items

Collections

Item Types

Tags

Exhibits

Simple Pages

Map

Item Relations

Simple Vocab Plus

Dashboard

144 11 58 9 6 Emiglio 0

items collections tags plugins users theme exhibits

Recent Items

The North Jersey Shooters Association Edit

Ramsey Office of Emergency Management Edit

Adams, Mike Edit

Carlock, Bill Edit

Pierson Historical Marker October 29th, 1986 Edit

Add a new item

Recent Collections

Bergen Index Edit

Ridgewood News Edit

Suburban News Edit

Home and Store News Edit

Bergen Record Edit

Add a new collection

Powered by Omeka | Documentation | Support Forums

Version 2.5 | System Information

Items and Collections

ITEMS

Newspaper Clippings

Names of people

Names of groups or organizations

DATA ENTRY BASICS

- Type the information in the appropriate field, according to the guidelines.
- Consistent data entry is the key to good search results.
- If you need to use **bold**, underlined, or *italicized* text, click on the “Use HTML” button below the entry box.

New Jersey Digital History News Archive Plugin

[Dashboard](#)
[Items](#)
[Collections](#)
[Item Types](#)
[Tags](#)
[Exhibits](#)
[Simple Pages](#)
[Map](#)
[Item Relations](#)
[Simple Vocab Plus](#)

Add an Item

[Dublin Core](#) [Item Type Metadata](#) [Scripto](#) [Files](#) [Tags](#) [Map](#)

Dublin Core

The Dublin Core metadata element set is common to all Omeka records, including it more information see, <http://dublincore.org/documents/dces/>.

Title
[Add Input](#)

A name given to the resource
Article title plus the date.

[Use HTML](#) ☐

Subject
[Add Input](#)

The topic of the resource

[Use HTML](#) ☐

TITLES

- Enter the complete article title, with any date information you have at the end.
- Don't include the subtitles.
- Don't include variations on the title (usually when an article is continued on another page).



Example: Joyce Kilmer's Old Home At Mahwah, 1936

DATES

- Dates are often missing, or handwritten on the clipping. Sometimes you can guess from context.
- Enter the date of the clipping in YYYY-MM-DD format.
- If you have only a year or a month and year, don't include question marks. Only do that if you are missing the year.
 - ????-05-23
 - 1945-09
 - 1989
- If you have no date or idea about a date, leave it blank.

12/15/93

t diving up

Newsstand
**SINGLE COPY
PRICE.**

Wednesday, November 26, 1975

Boyle Kinner, a Manhattan commuter for four years but who is better known as the poet who authored "Trees," was given special tribute Thursday afternoon when the Ford Motor Company dedicated its new assembly plant. A dogwood tree was planted in memory of the noted poet who lost his life in France during

CREATOR

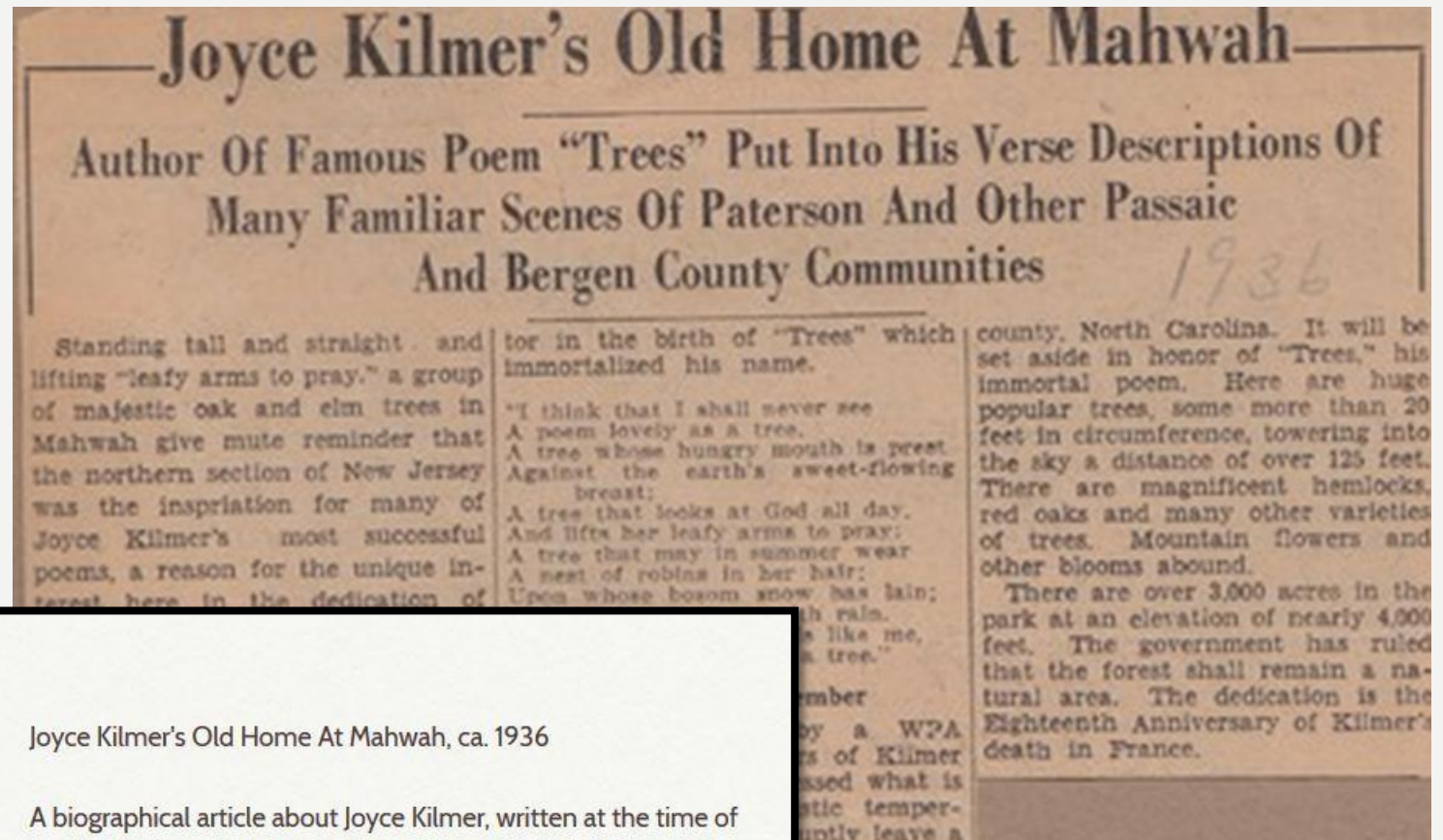
- Some clippings are authored.
- Enter the name of the author in Last name, First name format.
- Leave the field blank if there is no author.



Creator: Noone, Mary

DESCRIPTION

- Describe the content of the article in a sentence or two.
- Until we transcribe the articles, this will help readers know whether they want to read the article.



Dublin Core

Title	Joyce Kilmer's Old Home At Mahwah, ca. 1936
Description	A biographical article about Joyce Kilmer, written at the time of the dedication of the Joyce Kilmer Memorial Park in North Carolina. Quotes some of his poems and discusses where he lived in the Cragmere section of Mahwah. Mentions WPA writers interviewing Kilmer's former neighbors. The left bottom corner of the clipping is missing.

DESCRIPTIONS

Photograph and caption about a truck accident on Route 287.

Ramapo College Board of Trustees names Robert A. Scott President of the College.

Short discussion of the building styles in Wilsey Square.

The Abex plant in Mahwah is closing after 81 years.

TAGS

We are using tags to serve as a subject index for the collection of clippings.

We will add them in a structured way when possible, using existing tags

There are some things – personal names, groups, etc. that we will not tag because we are treating them specially.

TAGGING PLACES

County Names: Bergen County, Rockland County, Passaic County, etc.

- If the article is about Ramsey, and doesn't mention the county, don't tag the county.
- If the article is about the Bergen County freeholders and mentions Ramsey, tag both.

Town names: Ramsey, Ridgewood, Mahwah, Suffern, etc.

- For historic HoHoKus Township (rather than the borough of Ho-Ho-Kus, tag "HoHoKus Township"

Sections of Mahwah: Cragmere, Fardale, Masonicus, West Mahwah, etc.

- You do not have to figure out what section the article describes if it isn't named.

TAGGING EVENTS

Wars

- Revolutionary War, Civil War, World War I, World War II, Korean War, Vietnam War, Desert Storm, etc.

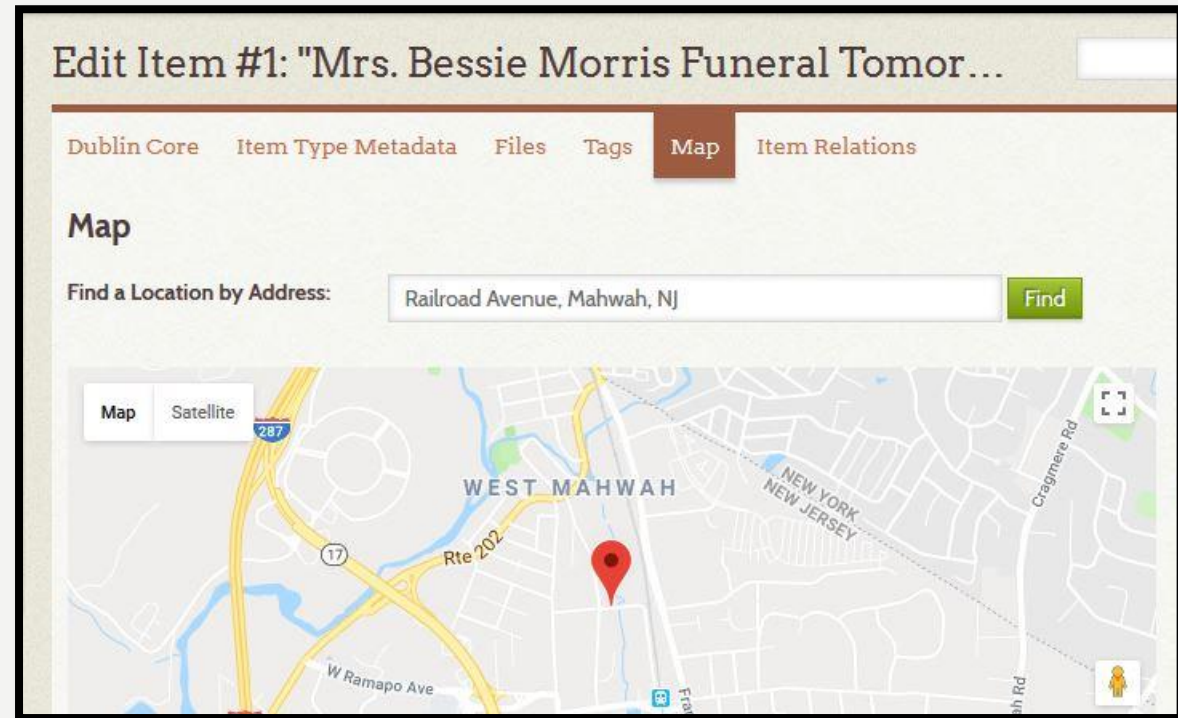
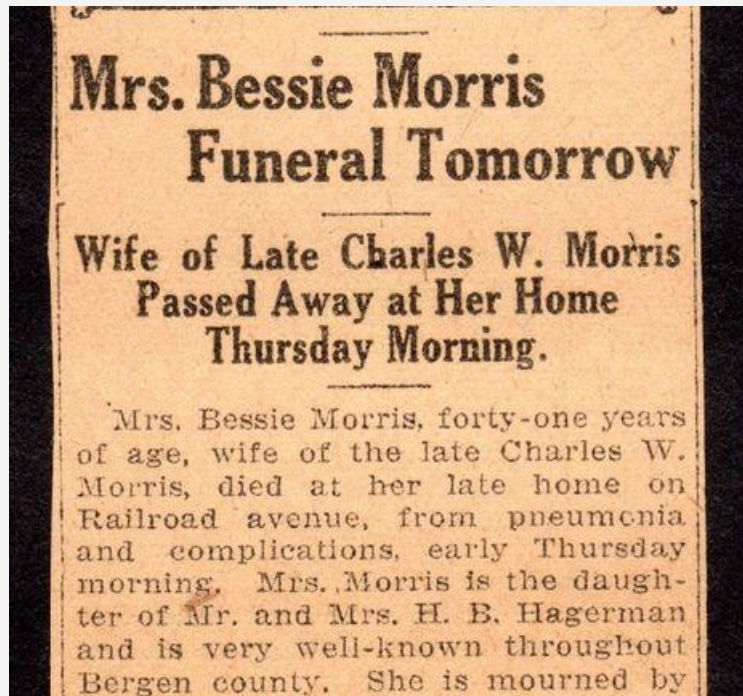
Named Eras

- Great Depression, Cold War, Gilded Age, Progressive Era
- Again, don't feel you need to look things up. Go with what you see.

TAGGING SUBJECTS

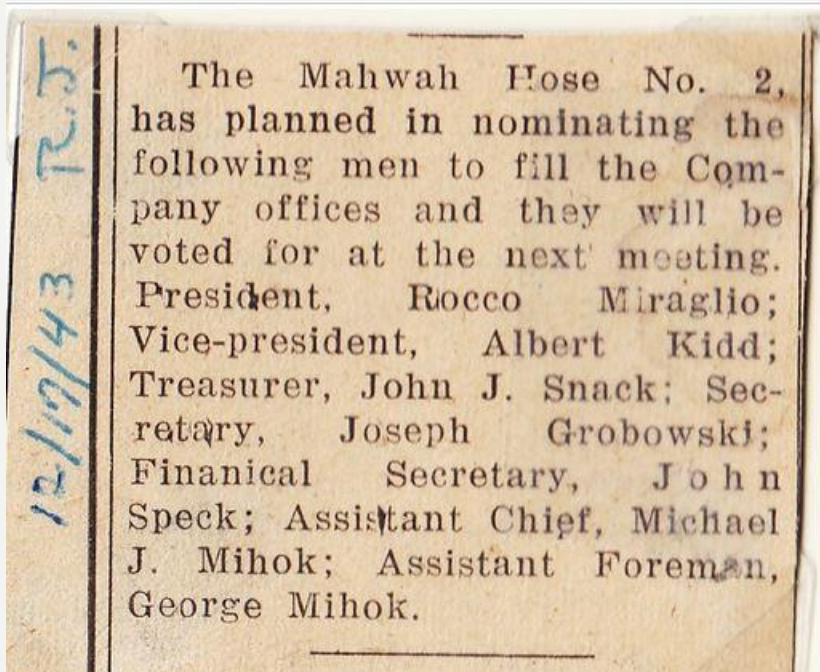
African-Americans, Art, Architecture, Banking, Biography, Births, Business, Charity, Children, Closings, Clubs, Churches, Crime, Deaths, Development, Disasters, Elections, Emergency Services, Environment, Factories, Farming, Fire Department, Funerals, Gardens, Government, Health Care, History, Holidays, Housing, Immigrants, Immigration, Industry, Labor, Literature, Men, Military, Municipal Government, Poetry, Police, Race, Railroads, Ramapough-Lenape, Real Estate, Recreation, Religion, Rivers, Roads, Science, Scouting, Schools, Social Work, Transportation, Women, Zoning.

MAPPING THE CLIPPING



- Look for an address on the clipping.
- Even a street will help to narrow the location.
- If all you have is a town, don't include the map point (the tags take care of this).

MAPPING THE CLIPPINGS



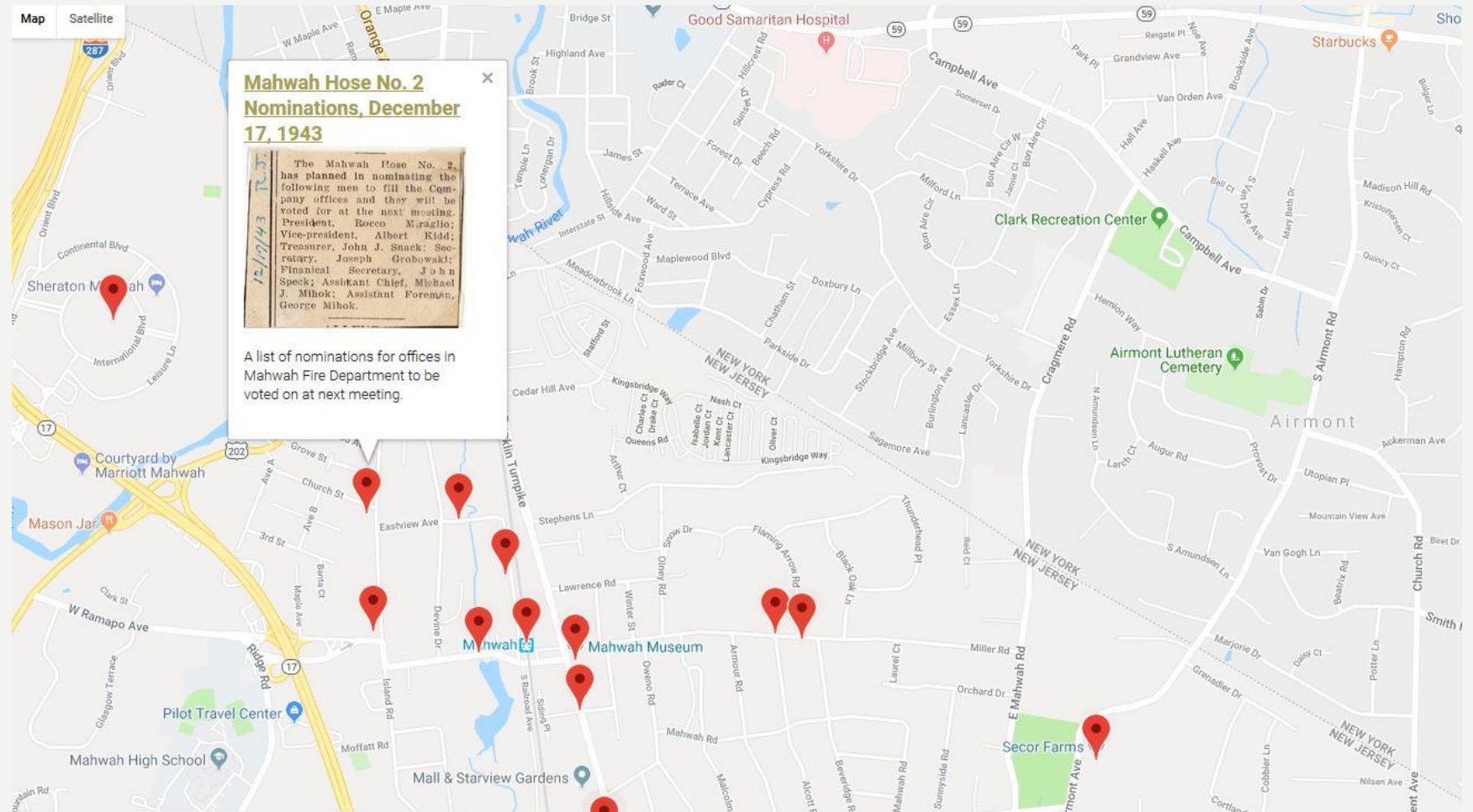
- Sometimes you can do a quick Google search to locate an address.

MAP

Pins will link to the document, or event, person or organization that has the address.

Click on the pin to see a thumbnail of the item.

Click on the item title to go to the record.

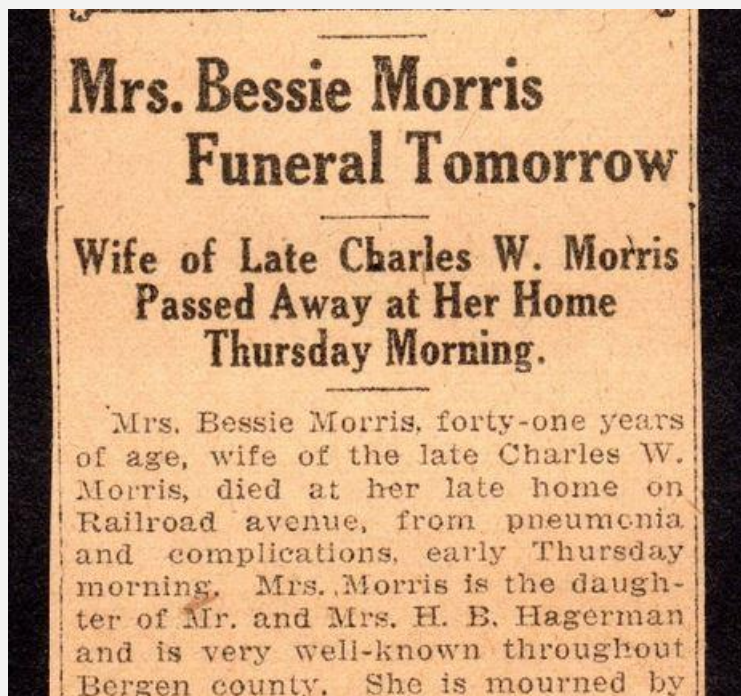


ITEM RELATIONS

Tracking the people and organizations that are mentioned in a clipping will help us build an interactive index.

- People
- Organizations
- Businesses
- Groups
- Clubs

ITEM RELATIONS TAB



Edit Item #1: "Mrs. Bessie Morris Funeral Tomorrow..."

Dublin Core Item Type Metadata Files Tags Map **Item Relations**

Item Relations

Here you can relate this item to another item and delete existing relations. For descriptions of the relations, see the [Browse Vocabularies](#) page. Invalid item IDs will be ignored.

Subject	Relation	Object	Delete
Custom			
This Item	Mentions	Morriss, Bessie Hagerman (?-1928)	<input type="checkbox"/>
This Item	Mentions	Morriss, Charles W. (?-1918)	<input type="checkbox"/>
This Item	Mentions	Hagerman, Henry Brazier (1850 - 1933)	<input type="checkbox"/>
This Item	Mentions	Winter and Son	<input type="checkbox"/>
This Item	Mentions	Ramapo Reformed Church	<input type="checkbox"/>

/items

- Click on the Item Relations Tab to get to this screen.
- We will enter each name to the clipping and describe the relationship (Mentions, Pictures, Written by)

NEXT STEPS

**MAHWAH NEWSPAPER DIGITIZATION
PROJECT**

SPREAD THE WORD!

- If you know people who might want to participate, let them know.
 - Students looking for volunteer opportunities and resume-building
 - Groups who might be interested.
- We will be scheduling meetings where we will train members.
 - Here at the Museum
 - At your group's location



RESEARCHERS AND EDITORS

- As clippings are entered, there will be additional opportunities:
- Transcribing clippings
- Proofreading and editing entries
- Writing up identifications of the people and organizations mentioned in the clippings.
- This work can be done from home by logging in to the database.





**WORKING
TOGETHER WE
CAN PRESERVE
OUR HISTORY!**