



*Doxford Engine Friends Association
on a visit to the Doxford Works*

Digitisation / Archiving guidelines

Preserve Your Past

As part of this project Tyne & Wear Museums wants to encourage individuals and groups to preserve their own past.

You can collect and preserve things that are valuable to yourself or your group. These may be things that are valuable in terms of the memories they hold for you, things that are irreplaceable.

We have put together some tips and pointers which we hope will help you to care for your treasures. The main points in preserving your past are:

- Know what you have. Keep a record of names, dates, places and stories connected to things that are important, so that in the future others can recognise their value too.
- Store your photographs, newspaper cuttings, documents and objects in a way that ensures they will be there for generations to come.
- Finally, we would encourage you to think about making a digital copy of your material.