



## Antonito Home Visits

### Staffing:

- Fellow

### Set up:

- Flat surface at community member's home
- (optional) electrical outlet
- extension cord
- space where community members feels comfortable

### Tools/Equipment needed:

- Scanner
- laptop (charged) and the cord
- alcohol wipes to clean the scanner bed (clean before or after every visit)
- Consent form
- Photo interpretation worksheets
- paper/pens
- clip board to write on in case there is no table
- phone for recording (charged and bring charger)
- extension cord

## Preparing for the Home Visits

- Contact the community member and explain the reason of the visit:
  - Who are you? Remind them that you are collaborating with Antonito Together and mention if you need to Angela Montoya and Jay Warner
  - Remind them that you met them and they shared their contact information because they were interested in sharing more information about the history of Antonito with the project.
  - Give a refresher of the project.
  - Explain what will happen during the visit:
    - talk about 5 photos that are important to them,
    - ask them to tell you the story behind the photo
    - you will scan the photo and they keep the photo
    - If they are comfortable, you would like to learn more about their family history in Antonito and record it.
- Set up the time and place
- Inquire about the outlet and if there is a table.
- Give them the phone number in case they need to reach out



### The Day of the Visit

- On arrival at the house, greet and thank the community member.
- Remind them about the purpose of the visit.
- Explain the process of the visit.

Please explain the purpose of consent form to community member:

- Signing a consent form allows the community members to share ownership with History Colorado of the digital copy of the photo/document and donate it to the permanent collection
- The consent form is also History Colorado's commitment to preserve the image and the story behind it.

Donating a digital copy of the photo and document means:

- Community members are giving History Colorado permission to show their photo to anybody who wants to learn about life in the community.
- The photos might be included, for example, in exhibits, publications, marketing, educational programs, social media, websites, etc.
- Students, researchers, teachers and the general public may also use the photo to learn and to do research about Colorado.
- Community members become one of the voices helping to narrate the story of Antonito and the state.

### Step 1: Photo Interpretation

- Fellow sits with community members to complete one "[Photo Collection Worksheet](#)" for each item to be digitized. Please [use the script](#) to elicit information about the photo or document. Make it conversational.

Under "Identifier," please use the following naming convention for each photo:

Lastname.Firstname#

Eg. Vigil.Carlos1

- Make sure the consent form is signed.
- Consent form, photo collection worksheets, and selected materials to be digitized are placed in a folder labelled with the community member's name (Lastname\_first name).
- Direct community members to the scanning station—or if someone is available to bring the photos to the scanning station, invite the community member to connect with other community members, listen to someone else's stories or participate in the interactive activities.



## **Step 2: Scanning/Digitization**

Set up: Create a folder on the desktop of both laptops for the event. Naming convention: CCCAntonito\_HomeVisits

Open Epson Scan on the scanner laptop and check the settings using the Scan Guide.

- Folder of materials to be scanned is given to the scanning staff member
- Scan the photos in batches in three (with the lowest id number at the top).
- Save scans with the following naming convention: Lastname\_Firstname# (if multiple, use Lastname\_Firstname1-3)
- Return originals to community members
- Keep the folder of completed "Photo Collection Worksheets" intact.

## **Oral History**

There are two ways to collect the story:

- 1) Ask at the end if they would like to share more about the story of the family in Antonito. Follow the steps for the oral history.
- 2) People might start talking about their life and Antonito while shooting the photos, asking if you can record. Then, at the end, make sure you ask them to mention their names and say the Audio ID.

Ending the home visit:

- Thank community members and provide a flyer for the project.
- If they are interested in a copy of the oral history, get contact info to email it to them.

Per visit you need to leave with:

- Signed consent forms (one per each person that is recorded)
- Photo interpretation worksheets
- the photos are scanned and saved in the laptop

## **Soon after the Home Visit**

- The day of the visit saved photos and collected oral history (all of the materials need to be saved in the home-visits folder).

After the visit

- Process all materials as usual.