



EMORY
LIBRARIES &
INFORMATION
TECHNOLOGY

A Guide to Caring for Your Digital Content

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Library

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- 1. Build a solid foundation**
- 2. Create well-managed content**
- 3. Establish good habits**

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The good...

CliftonArticle_v3_Oct2014.doc

thesis_ch1_Oct2014.doc

NYC_July4_2012.jpg

The bad...

notes.doc

////////////////.doc

photo.vacation.JPG

The bad...

notes.doc

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photo.vacation.JPG

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BEST: Once quarterly

BETTER: Twice a year

GOOD ENOUGH: Once a year



Thank you!

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