# Neighborhood Data Preparation Guide

The Digital Scholarship Services office would like your assistance on a project with the Western Pennsylvania Regional Data Center (WPRDC), aa source for data about the City of Pittsburgh and Allegheny County. People who visit the WPRDC can find and use local data about housing, crime, health, and more (including dog license data!).

The library has a great deal of information about Pittsburgh and the county in our archives and we are working with the WPRDC to make historical data available to users. This is where you come in – we would like your help in copying data that are in historical reports and putting it into spreadsheets. This is the guide to help you and you can contact Nora Mattern (emm100@pitt.edu) at any time if you would like assistance.

Claiming Your Data
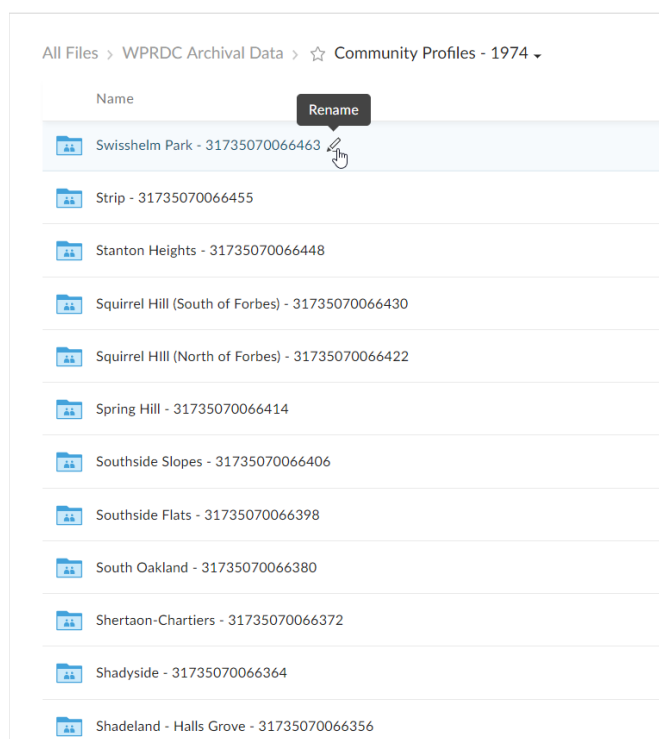
1. The ULS will add you to a shared Box folder titled "WPRDC Archival Data." To access Box, log in to My Pitt with you University Computing Account username and password and the multifactor authentication method.

2. In the "WPRDC Archival Data" Box folder, open the "Community Profiles – 1974" folder.

3. Select a neighborhood data folder that is not already being processed or has not already been processed, which you will know based on the file name. In-progress reports have a file name that begins [IN_PROGRESS_YYYYMMDD_Initials]. Completed reports have a file name that begins [COMPLETED_YYYYMMDD_Initials].

4. Rename the neighborhood folder to indicate that you are currently working on processing the data for that neighborhood by adding a note before the folder name as follows: [IN PROGRESS_YYYYMMDD_YourInitials]. E.g., [IN PROGRESS_20171016_TT] Swisshelm Park – 31735070066463.

5. Open Excel Sheet titled "Record of Activity." This is a second place where you will record the report you claimed. Type the neighborhood name, your initials, and the date when you claimed the report.

Inputting Data

6. In the "Community Profiles – 1974" Box folder (most likely on the last page of the folder items), locate the following four Excel sheets into which you will input the data: "Building Permits Issued in 1972" and "Persons receiving public assistance in 1972," "Arrests for Major Crimes in 1972," and "Community Facilities."

7. Each page of the report is an individual tiff file. For some of the neighborhoods, there is a combined pdf of the pages. For most of the reports, you will find the corresponding data on pages 7 [Building Activity], 10 [Public Assistance], 11 [Arrests for Major Crimes], and 12 [Community Facilities] of the community profiles. The image files where you find this data may differ slightly from report to report, but will most likely be 0010.tif for Building Activity data, 0013.tif for Public Assistance data , 0014.tif for Arrests for Major Crimes data, and 0015.tiff for Community Facilities data.

8. To open the Excel sheet for editing, use the "More Options" (. . .) button and select "Open with…" then "Excel Online."

9. Transcribe the data from the pages in the community profile to the corresponding Excel sheets using the previous entries as an example.

   a. "Building Activity" should be recorded on the spreadsheet title "Building Permits issued in 1972."
   b. "Public Assistance Cases" data should be recorded on the spreadsheet titled "Public Assistance Cases."
   c. "Arrests for Major Crimes" data should be recorded on the spreadsheet titled "Arrests for Major Crimes in 1972"
   d. "Community Facilities" data should be recorded on the spreadsheet titled "Community Facilities." When completing the table, use the "facility subtype" column to record whether the facility is a police station; fire station; public library; public school; recreational facility; hospital; college. Record the name of the facility in the "facility name" column.

10. Once you have inputted all of the data, rename the neighborhood data folder to indicate that you have completed the data preparation process, as follows: [COMPLETED_YYYYMMDD_YourInitials].
11. Mark the date for completion on the Excel sheet.

Some Tips for Transcribing Data

If you encounter numbers: Do not transcribe any commas or dollar signs.

If you encounter dates: Please format the date as YYYY-MM-DD (1776-07-04 July 4th, 1776).