



In this time of great uncertainty for many, we wish you safety, health and happiness in your bubbles. In New Zealand the necessary precautions taken to prevent the spread of COVID-19 have changed almost everything about our lives. The Sarjeant's doors are closed but we are still here working from home to keep in touch and bring you news, updates, things to do and ideas to explore.

Collecting COVID-19 email ephemera

FLORA FELTHAM & RHONDA GRANTHAM
NATIONAL LIBRARY OF NEW ZEALAND TE PUNA MĀTAURANGA O
AOTEAROA

Background



In this extraordinary situation, Hot Yoga is taking preventative steps to ensure a safe yoga practise that supports your body and mind.

Our priority is the health and wellbeing of our members and teachers. With this in mind, we wanted to let you know what we are doing to keep everyone as safe as possible during this time.

Studios act as a place of refuge in times of doubt and uncertainty, and this is what we intend to keep offering for those who want to keep coming along to our classes. No doubt you are aware that this is an evolving situation and our studios might need to make additional changes as we receive more directive from our community and government.

Project developed as part of the National Library of New Zealand's COVID-19 rapid response collecting, which also included memes, social media, websites, and online publications.

Collecting phase was March 2020-Feb 2021 to cover:

- Nationwide Alert Level 4 (March-May 2020)
- Nationwide staggered return Level 3 to 1 (May-June 2020)
- Auckland region Level 3, Nationwide Level 2 (Aug-October 2020)
- Auckland region Level 3, Nationwide Level 2 (Feb 2021)

Collection to be part of the Ephemera Collection, alongside memes, social media.

Different collecting streams for COVID-19 Email Ephemera Collection

- Digital Archivist: staff donations from personal email accounts
- Legal Deposit Librarian: emails sent to National Library's Legal Deposit email address

If this email is not displayed correctly, click [here](#) to view as webpage.



Your customer number: [REDACTED]



Hi Flora,

To help kiwi kids put their energy to good use, we've expanded our Genesis School-gen programme by partnering with Mind Lab Kids.

We're bringing fun experiments, challenges and lightbulb moments to get young ones creating and learning from home. Developed by educators, kids will have access to a safe online space to create, innovate and share. Plus, there are plenty of prizes to be won!

We've made access FREE and available for all New Zealanders, so please share with your family and friends.

[FIND OUT MORE](#)

RNZB | April e-News

You won't want to miss a step

[View this email in your browser](#)



Cast a look back in time to 2012's Cinderella choreographed by Christopher Hampson and with Lucy Green in the title role. Satge footage from the original 2007 production.

Cinderella: Live in Your Living Room

Which slippers are you wearing tonight?

Whether worthy of the grand ball or fluffy to keep you snug, Cinderella will be coming to you Live in Your Living Room.

As the clock strikes 7:30pm tonight (Friday), 1:30pm Saturday and 10:30am on Sunday, meet us in this glittering fantasy world. You *shall* go to the ball.



Hi Flora,

Our nationwide network of over 300 Unichem & Life Pharmacies are classified as an essential service and as such we continue to provide care and advice to our local communities.

At Unichem and Life Pharmacy, we have a long history of supporting Kiwi with all the essentials to look after your health and well-being. We're proud to New Zealand owned and operated, and strive to provide the best care and advice in over 300 local communities.

Our pharmacists and teams have always been here to help you, and Alert Level 4 is no different, as an essential service we are operating. The safety of our pharmacy teams and our customers is critical and we continue to operate with increased safety measures in place.

Get your flu shot

- Protecting yourself and building your immunity are two immediate things we can all be focusing on.
- With flu season upon us, a flu shot is your best protection against influenza. If you are pregnant, aged 65+ or have an eligible chronic condition, your flu shot is free from your local Unichem or Life pharmacy.
- We urge you to get in contact with your local pharmacy and make a time to be immunised.

All the things you need

- You can still get all of your health and wellness products from us during Alert Level 4. We have a huge range of brands and products to cater for everyone's needs. Looking after yourself is really important, especially as we head into the cooler months.
- Offers - we are still offering promotions on selected products. This means you can still enjoy our everyday good value and savings, plus earn Living Rewards points on your purchases.
- Prescriptions - there is no change in our ability to dispense your medications. In most cases there are no delays in getting your prescriptions filled from our pharmacists.
- We know that well-being is more than just medicines and supplements, you can continue to get our wide range of personal care products so you can feel and look good inside and out. All of the products you know and love are still available to purchase.

Medicine delivery

- Contact your local pharmacy for their individual delivery options. We are happy to help and we understand that not everyone can get to their pharmacy.

Online shopping

- Can't get to a physical pharmacy? Many of our pharmacies operate their own online stores, and we also have [Life Pharmacy.co.nz](#) who deliver nationwide.

Pharmacy hours

- Most of our operating hours have stayed the same, but some pharmacies are operating with reduced or extended hours during Alert Level 4 - contact your local pharmacy to find out more.

Local pharmacy information

- If you want to connect with your local pharmacy, many have their own Facebook pages and it's a great way to find out what's happening locally.
- There are also Unichem & Life Pharmacy national brand pages which provide a great source of helpful tips and inspiration.

What we need from you

- Please continue to practice social distancing of 2 metres - you will see that this is strictly enforced in our pharmacies.
- Please do not visit our pharmacies if you are experiencing any symptoms of COVID-19 or if you or people in your bubble have travelled overseas in the last 14 days (please call the Healthline on 0800 3636 363).
- We ask you respectfully to be patient - our teams are working as hard as they can. They are our amazing heroes working on the front line to ensure you continue to get the care and advice you need.

Whilst NZ's efforts to 'flatten the curve' have been world-class to date, we still have a way to go. So now, more than ever, we need to ensure we are vigilant and doing everything possible to keep both our customers and our team members safe.

We thank you for supporting our pharmacy businesses, New Zealand businesses, who are here for you and your family now and into the future.

A big thank you from Unichem & Life Pharmacies

Need help? Whatever your query, whether you need a replacement card, or need to know how to register online, our Customer Service team can help - just email them at help@livingrewards.co.nz or call 0800 782 872 (Mon-Fri 9am-5pm). To update your contact details, check your Living Rewards balance, or change your contact preferences at any time, visit livingrewards.co.nz.

Important information: We do our very best to ensure your points and voucher information in our emails (and online) is correct, however, occasionally errors outside our control can occur and we apologise for this.

TERMS AND CONDITIONS

Living Rewards Points are calculated at \$1 = 1 point for each retail item being bought (excluding alcohol, not on total transaction spend). Prescriptions and pharmacy services = 1 point per paid item. Exclusions apply to purchases of gift cards, banking info, audiology services, calling cards and mobile top-ups, beauty therapy services, shipping, handling and gift wrapping.

Points earned may take 30 days from purchase to appear in your Living Rewards account. If you would like to unsubscribe, please click [here](#).

Requirements

Immediate:

- collect what we can, with the tools we have
- files we have collected are .mbox, .msg, .pst

Short term preservation needs:

- access copies available to users
- security and privacy risks mitigated

Long term preservation needs:

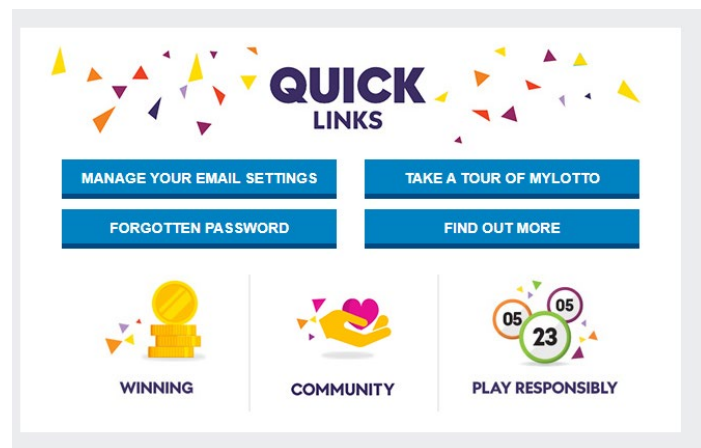
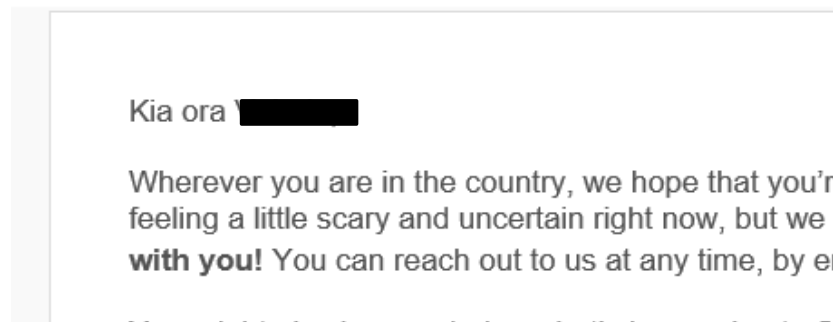
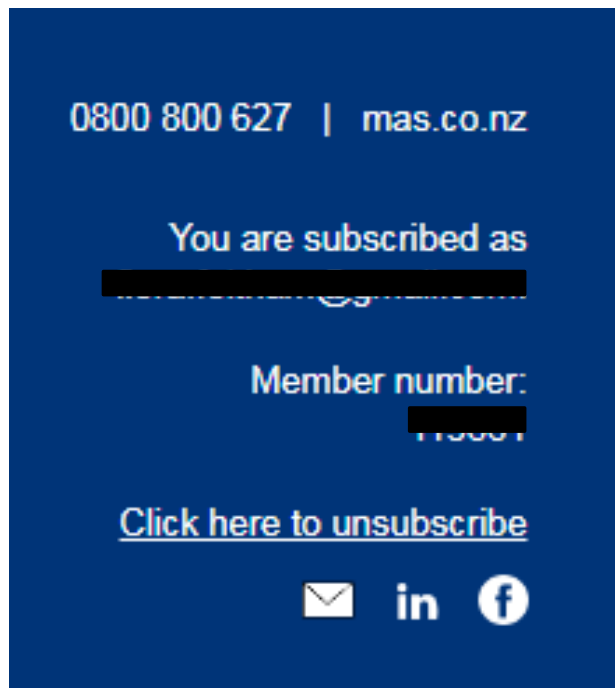
- in perpetuity
- we don't know how people will use these collections in the future
- minimal intervention



Kia Ora Whānau!

Welcome to Level One Aotearoa! It's been a long, hard slog, but you know what they say - do the mahi, get the treats and boy have we got some comedy treats for you! From new flicks at the movies, returning comedy nights and even a pun championship, it's all go! Get out of your ugg boots and in quick because the comedy is hot, the venues are open and the people are hungry for laughs!

Personally Identifiable Information



Where is it?

- email header
- body of email
- outgoing links (e.g. *Manage Your Preferences* or *Click here to unsubscribe*)

What can we do about it?

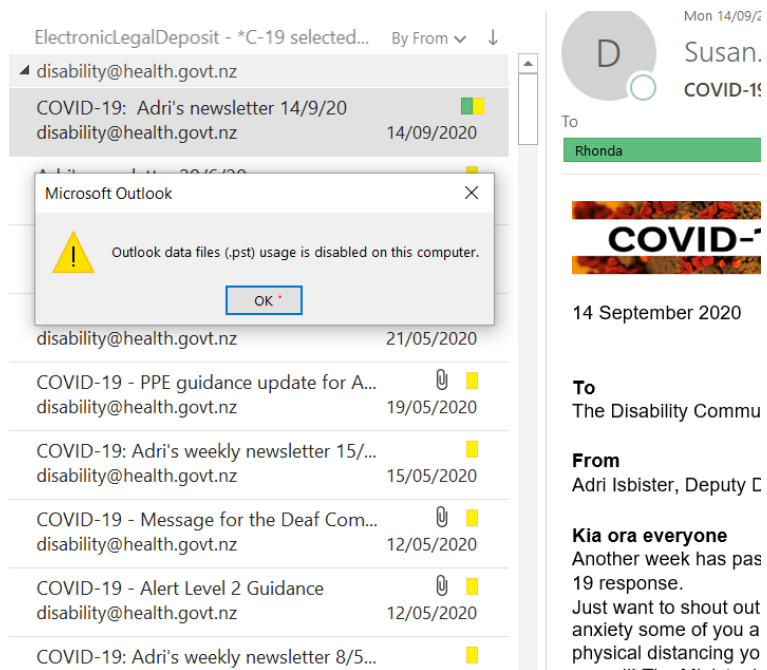
- easy to remove from header
- challenges for body of email
- still at proof of concept

Risks?

Email sent to legal deposit

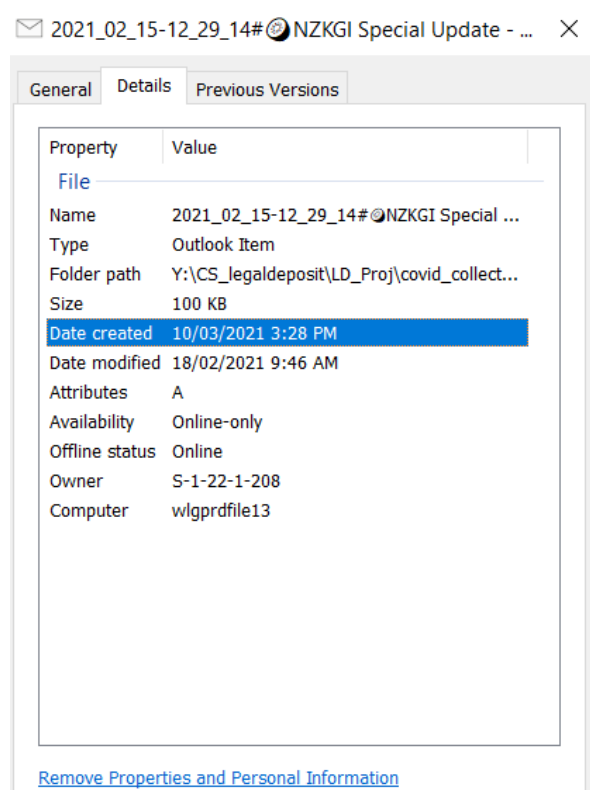
- Phase one collecting (rapid response acquisition of ephemeral materials)
- The Legal Deposit Team receive a variety of email newsletters and notifications from publishers, government agencies, groups and businesses
- We were going to collect these from two mail boxes
- Some of these fall outside the scope of legal deposit collecting
- Recognised the heritage value of notifications with COVID-19 content
- We assessed and filtered emails into specific email folders from February 2020 to February 2021

Collecting method



- We were going to collect material from two email boxes
- We use shared email boxes in a corporate environment
- High volume of email, fulfilling different functions
- We needed a simple, consistent, flexible process
- Created COVID-19 folders in Outlook

Processing emails



- Moved to a new folder
- Removed email categorisations
- Pulled them from Outlook into a storage location
- File properties

Processing email filenames and moving

- Wanted to capture email data and time
- Used <https://pypi.org/project/extract-msg/0.22.0/> to extract it
- Appended date and time to email file name
- The script moved the emails into month buckets
- Some emails had very long file titles

```
"""
Prepends the rvc datetime of an msg email file as a string to the .msg file name
Delimited by a #
yyyy_mm_dd-hh_mm_ss

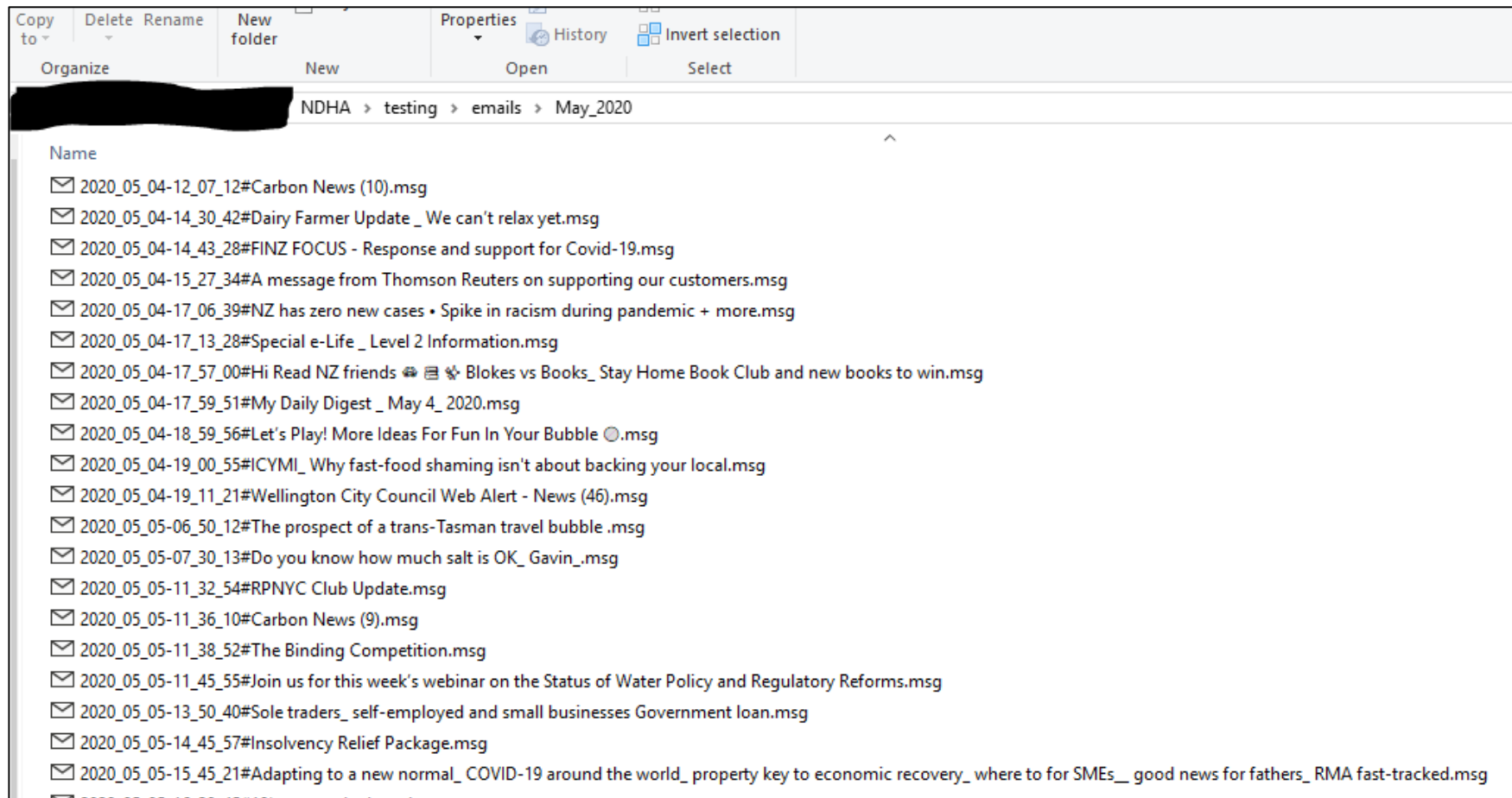
creates log file that lists old f_name, new f_name, and file fixity. (| delimited)
"""

### set this to the name of your log file.
my_log_file = "rename_log_ld_v2.txt"

### set to folder to process.
folder = r"folder"

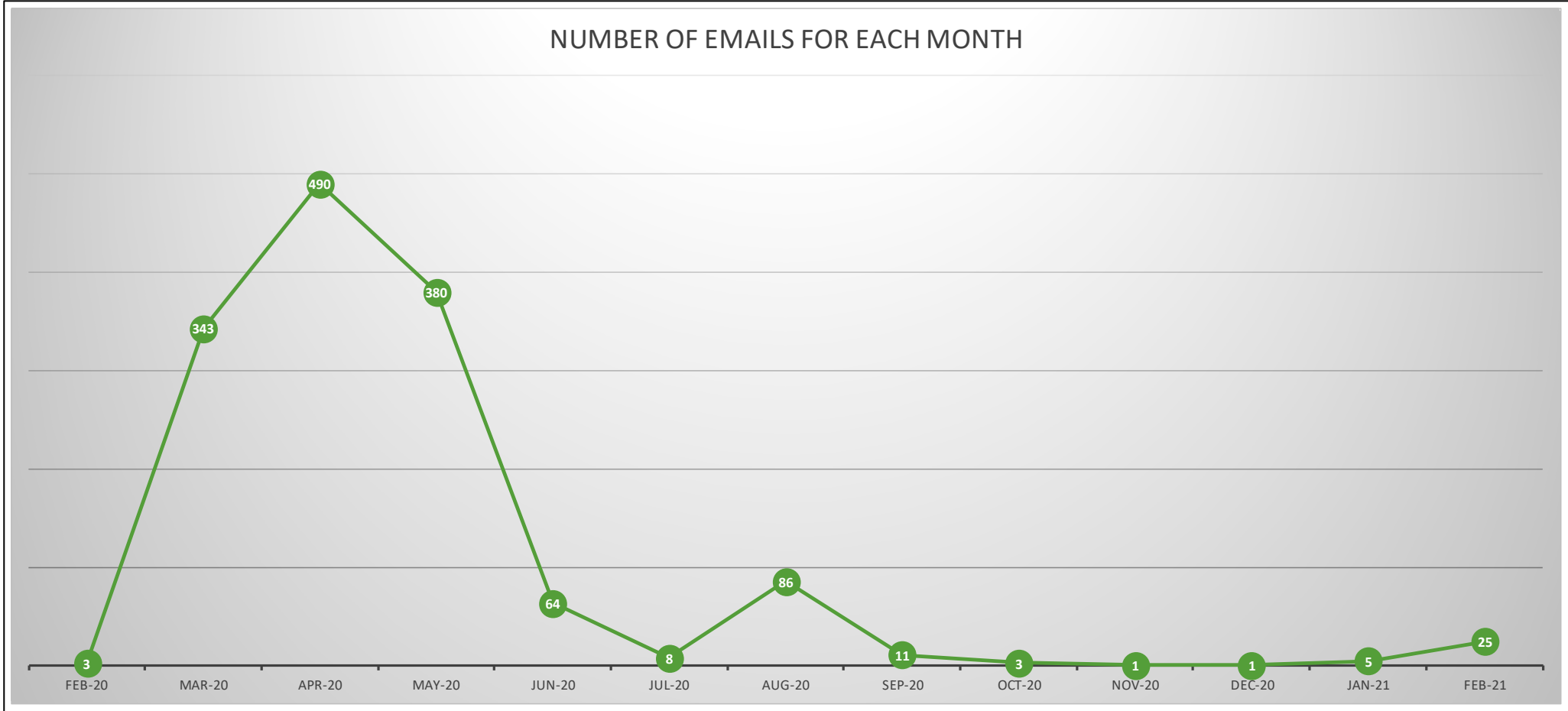
def md5(fname):
    hash_md5 = hashlib.md5()
    with open(fname, "rb") as f:
        for chunk in iter(Lambda: f.read(4096), b''):
            hash_md5.update(chunk)
    return hash_md5.hexdigest()

root = ""
log_data = []
for f in [x for x in os.listdir(folder) if x.endswith(".msg")]:
    my_f = os.path.join(folder, f)
    msg = extract_msg.Message(my_f)
    msg_sender = msg.sender
    msg_date = msg.date
```



Renamed files in a month bucket

Script handled images and special characters in filenames



1420 emails were collected by the LD Team

Sent from February 2020 to February 2021

Next steps / more questions

Go Swim Weekly Newsletter

Unsubscribe

We're sorry to see you go! Enter your email address to unsubscribe from this list. Go Swim

Email Address

Unsubscribe

- Redaction
- Access copies
- Description