Erster Weltkrieg in Alltagsdokumenten

The First World War in everyday documents

Submissions Days Guidelines

PART 1: PREPARING FOR A SUBMISSIONS DAY
Erster Weltkrieg in Alltagsdokumenten

For "Erster Weltkrieg in Alltagsdokumenten - Europas virtuelles Gedächtnis - Europeana" [English: The First World War in everyday documents]
www.europeana1914-1918.eu

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Summary of document:

- These guidelines provide the steps to go through to plan, set up and run a submissions day for "Erster Weltkrieg in Alltagsdokumenten";
- The aim of the submissions day is to provide the public with access to experts and equipment that they can then use to digitise the object they have; and submit it to the "Erster Weltkrieg in Alltagsdokumenten" collection.
- This is Part 1 of 3: PREPARING FOR A SUBMISSIONS DAY. It takes you through suggestions for timing, location, advertising, set up of the venue, room layout, as well as digitisation formats.

PART 1: PREPARING FOR A SUBMISSIONS DAY

STEP 0: WHAT IS A SUBMISSIONS DAY?

At a submissions day you can offer on the spot digitisation and advice:

- Base yourself in a local museum or library (for example);
- Invite the public to bring their objects along on a particular day;
- Talk to these contributors about their objects;
- Get them to fill in a consent form with further information about themselves and what objects they have brought;
- Photograph/scan the objects and/or interview the individual;
- Collect the submissions forms for cataloguing.

1 A volunteer interviews a family about what they have brought to the submissions day

STEP 1: TIMING AND LOCATING THE SUBMISSIONS DAY

Summary:

- Decide where you are going to hold the event and when to hold it;
- Find a readily accessible room.

You need to decide where you are going to hold the event and when. You should try to find a readily accessible room that has:

- power sockets;
- Internet connection (although not essential);
- tables;
- chairs;

- natural light;
- and enough space to hold your equipment.

It may be appropriate to hold your "Erster Weltkrieg in Alltagsdokumenten" submissions day on the same day as a local festival to promote history, for example. However holding a submissions day when all local schools will be on holiday may reduce the number of people who are able to attend. You could hold a submissions day after building up momentum for public interest in the subject with a series of lectures or an exhibition on local history or family history. Some timing considerations include:

- national holidays/ local public holidays;
- existing promotional events which can be added to like library reading weeks, an archives' family history events;
- local market days;
- weekends or work days in a town with a commuting population.

STEP 2: STAFF FOR THE SUBMISSIONS DAY

Summary:

- have at least 5 people to assist in the submissions day;
- some must be IT-literate;
- some need subject expertise;
- all should be able to interact comfortably with the public.

You need staff to interact with the public and perform the digitisation and submit the digital material to the collection. You should have a team of at least 5 (members of your staff and/or volunteers) to assist in the day:

- 1 to deal with the public as they come in, to meet and greet them, to explain what is happening, and to help them to fill in the forms and guide them to speak with technicians, or the subject experts etc.;
- 2 to digitise material, (they will have scanners, digital cameras and laptops) and help catalogue the forms and upload material;
- 1 to assist with the public and to help catalogue the forms and upload material;
- 1 'manager' to take responsibility for the general smooth running of the event and to assist with the public (and all other tasks).

1 of this team should be a representative from the venue itself, to liaise between the venue and the project team and be aware of housekeeping and safety issues.

1 of this team must be a historian or have the subject expertise to answer the public's questions and give advice to the team on cataloguing. You could contact the local branch of an association interested in family history or in the history of the First World War to see if they can assist by supplying volunteers. Enquiries to prepare for include:

- advise how best to preserve fragile objects;
- information about the objects the contributors have brought in and about the subject of their photos etc.;
- suggestions about how to research more information;
- suggestions for local arrangements for visitors who arrive by chance at the submissions day who think they might have objects to contribute but seem unsure whether they will be able to submit this online from home;
- a museum or archive where the contributor can deposit this object if they wish to pass it on (maybe because their family are not interested in preserving it);
- addresses and contact details for local/national organisations interested in family history or in the First World War;

- simple questions about the "Erster Weltkrieg in Alltagsdokumenten" project, (you could have an additional computer which gives live access to the project's website [xxxx INSERT URL]);
- general questions about copyright and specifically the terms and conditions of the "Erster Weltkrieg in Alltagsdokumenten" contribution agreement.

2 of this team should be IT-literate for the scanning and photography and cataloguing.

All of the team must understand the terms and conditions of the "Erster Weltkrieg in Alltagsdokumenten" contribution agreement included on the submissions form that every individual must sign when they make their submission.

2 There are a number of tasks during the submissions day where additional team members will be invaluable

It is quite possible to run the submissions day with some of the team there all day and some volunteers only being available for parts of the day. Obviously if you have team members coming and going throughout the submissions day you should plan this to cover anticipated busy periods and so that you always have the staff in the required place.

There are a number of tasks during the submissions day where additional team members will be invaluable. However you should also ensure that during quieter periods the team presence does not overwhelm the public.

In your planning you must also accommodate comfort and meal breaks for the team.

This is the recommended level of staffing, but obviously if this is not possible then you should try to have as many people as you can to cover these roles.

STEP 3: EQUIPMENT FOR THE SUBMISSIONS DAY

Summary:

- computers connected to the Internet, with Web browsers;
- computer with scanning software connected to a flatbed scanner;
- flatbed scanner;
- digital cameras with a resolution of at least 2megapixels;

- spare batteries etc.;
- digital recording device for interviews.

The following equipment set-up is recommended:

- 2 computers connected to the Internet, with Web browsers;
- 1 computer connected to a flatbed scanner;
- 1 flatbed scanner;
- 2 digital cameras with a resolution of at least 2 megapixels;
- spare batteries;
- 2 tripods for the cameras, set at different angles;
- lighting for cameras;
- flat surface or book prop to position objects;
- plenty of black cloth to provide background;
- 1 digital recording device for interviews;
- 2 memory cards for each camera/recording device;
- 1 memory card reader.

You may quickly transfer files between camera and computer using multiple memory cards and a card-reader.

During the submissions day if you cannot connect to the Internet to upload the digital images etc. you should record the information so that you may easily add it to the "Erster Weltkrieg in Alltagsdokumenten" collection later. The "Erster Weltkrieg in Alltagsdokumenten" project supplies a spreadsheet (which you can use with Microsoft Excel, for example). This spreadsheet is a standalone catalogue interface to type in the details from the submissions forms.

If you cannot match this ideal situation then it is best to use what you have available. Equally, if you can get more equipment then make use of this in innovative ways!

STEP 4 DIGITISATION FORMATS

Summary:

- Submit image files in a JPEG / .jpg format;
- Record audio in a .wav file

Images

If using a scanner you should digitise images in colour at 300dpi. Set the scanner up carefully so it does not automatically crop the image.

If using a digital camera you should set the camera to take photos as a high quality JPEG (ideally at minimum of 2 megapixels and maximum of 5 megapixels). This is to capture images that are good enough quality, but not too large memory size.

During the submissions day you may find it quicker to transfer files between camera and computer using multiple memory cards and a card reader.

Audio

You may use professional voice recorders during the submissions days to capture the visitors' stories. If you do not have these then some mobile phones and some computers have voice recording facilities which give results which are good enough.

For audio voice recording the suggested quality is 44.1KHz and 16-bit sampling which should produce a clear, crisp sound. Capture the files as .wav (.aif/.aiff on Mac) format which is uncompressed. (.mp3 gives significantly reduced quality. After editing the audio you may choose to save it as .mp3 to share the material online during the submissions process.)

Some important considerations when recording audio:

- Ensure there is limited background noise because many microphones will pick these up;
- Position the microphone so that the voice is clear but unwanted sound (such as computer fans, or a person's breathing) is minimal;
- Ensure that the recording device is set to capture audio at sufficiently high quality;
- Ensure that you have enough file storage space on the recording device when you start the recording;
- Do a short trial recording before each actual recording to check that the settings are right and you can hear the voice clearly;
- Speak into the recording device to read out an introduction including the date, the name of the interviewer, and the name of the individual, to help with editing the recording.

STEP 5: ADVERTISING THE SUBMISSIONS DAY

Summary:

- let people know when and where you are going to hold the submissions day
- target this message to the local press and to the local organisations interested in your subject

It is important that you spread the word about when and where you are going to hold the submissions day. The "Erster Weltkrieg in Alltagsdokumenten" team have found that the local daily/evening newspaper has been the primary catalyst for people coming to events like submissions days. You should focus on local media, such as newspapers and radio and TV. (The "Erster Weltkrieg in Alltagsdokumenten" project is managing the national advertising, including national newspapers, social networking sites like Facebook, Twitter, and the national broadcast media.)

You can download posters, leaflets and a press release from the "Erster Weltkrieg in Alltagsdokumenten" project website www.europeana1914-1918.eu to help you advertise the submissions day.

You may wish to use the sample press release that you can tailor to your needs. Your press release should give details about the "Erster Weltkrieg in Alltagsdokumenten" project and include information about your submissions day. If you edit this press release we only ask that you retain the details that this is a project managed by the Deutsche Nationalbibliothek and the University of Oxford and funded by the Europeana Foundation.

You may also want to encourage local schools to be involved in your submissions day.

You could hold a submissions day after building up momentum for public interest in the subject. This could be done with a series of lectures on local history or family history, or as part of an exhibition.

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3 Posters of the "Erster Weltkrieg in Alltagsdokumenten" project

You can also display the posters of the "Erster Weltkrieg in Alltagsdokumenten" project with the date and location added for your submissions day.

If you would like us to advertise your submissions day on the "Erster Weltkrieg in Alltagsdokumenten" website then please do email the relevant details to 1914-1918@europeana.eu.

Contact the news media

If you have this facility in your organisation you should work closely with your Press Office, and/or with the Press Office of the venue (for example the city council that administrate the library). Also work with the Press Office of your funder and/or the organisations interested in assisting in your submissions day:

- give the Press Office lots of time in the lead-up to the submissions day;
- provide the Press Office with information;
- write a press release with details about the project and the day;
- mention funders etc.;
- include third-party endorsements like a family historian explaining why she is contributing;
- include anecdotes and human interest stories about the collection.

Consider carefully the timing of your press release, for example a good time may be around collection launches or national events.

You should provide high quality photos for the press to use, and be prepared to set aside time to give interviews to the press.

Organising the local media to come along and film your submissions day will help raise the profile of the "Erster Weltkrieg in Alltagsdokumenten" project and your venue.

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4 A news team interviews a contributor attending a submissions day

STEP 6: A TRIAL RUN

Summary:

- have a trial run submissions day to test procedures with a few sample objects before you hold the submissions day;
- read the "Erster Weltkrieg in Alltagsdokumenten" project FAQ online and user guide.

We strongly recommend that you trial the submissions day at the venue with a few sample objects before you run the day itself. This will allow you to test the procedures in these guidelines, and modify them for your own circumstances.

You may also need to write instructions for your team for the day.

You should familiarise yourselves with the Frequently Asked Questions (FAQ) on the "Erster Weltkrieg in Alltagsdokumenten" project website, and the project's guides such as 'Part 2: SUGGESTED WORK-FLOW FOR THE SUBMISSIONS DAY'.

STEP 7: SET UP THE VENUE FOR THE SUBMISSIONS DAY

Summary:

- time schedule for the day;
- refreshments for the team;
- place for the public to wait;
- places for the team to scan and photograph and talk to the public;
- place to display posters and information;
- health and safety risk assessment;
- useful equipment.

Time schedule

In all your press releases and posters you should state clearly the times for the submissions day, for example 10.00 - 18.00.

Carefully plan when you will be open to the public. For example, will local workers be able to visit you during their working day or only at lunchtime and after 17.00? Are old

age pensioners eligible for reduced charges on local public transport after 10.00? These local factors may influence the busy times for your submissions day.

Allow your team at least 1 hour before the submissions day opens to set-up. The digitisation technicians in particular will need all this time to set up scanners and cameras. The rest of the team can prepare the room, or familiarise themselves with the guidelines and procedures for the day. You will also need to allow time at the end of the day to be able to clear up and pack away before the venue closes.

Hold a meeting to brief the team together before opening to the public.

Refreshments

Access to refreshments will be dictated by the location of your venue in relation to cafés and shops on site, as well as the rules of the venue. If food/drink is not available close-by you should provide at least some bottles of water etc.

Depending on these arrangements breaks should be organised for the team - but these must be flexible because of how difficult it is to predict when the public will come and what the work-load will be at different times.

Health and Safety Risk Assessment

Summary:
- Comply with local health and safety regulations;   - Consider disability and accessibility issues;   - Safety of staff and visitors to the submissions day is priority.

You must co-operate with the venue's efforts to improve health and safety and their assessment of risks for hosting a day with the general public. The team for the submissions day must also take responsibility to protect people as far as 'reasonably practicable' and must look out for each other. For example:

- Fire safety - is smoking prohibited in the building?
- Fire safety - do not interfere with fire extinguishers or any other fire fighting equipment except in the case of an emergency;
- Fire safety - do not interfere with safety posters, evacuation instructions, fire doors and doors fitted with automatic closures;
- Fire safety - keep every corridor, passage and exit of the rooms clear of obstruction and ready for use in an emergency;
- Fire safety / electrical safety - safety-check all electrical apparatus (including mains power chargers) brought on to the premises;
- Fire safety / electrical safety - do not overload mains power sockets etc.;
- Accessibility for the disabled - take sensible measures and plan the access to the submissions day for disabled visitors;
- Careful handling - follow the procedures of the local venue, and be careful when handling all papers, photographs and objects. In particular be prepared to deal with fragile papers, fragile ceramics like cups, steins etc. and rusty artefacts;
- Weaponry - the public may bring along bayonets, knives and other blades as well as spent shells and bullets. These require careful handling but should not pose a general risk;
- Non-inert weaponry or objects - undischarged bullets, loaded firearms, live hand grenades or other pieces of live ordnance are a serious risk that may cause injury or harm. In the unlikely event of a member of the public bringing one of these objects do not touch it and take immediate steps to ensure its safe removal from the venue, (the procedure for this should be defined for the venue of each submissions day);

- Theft - although this material may have very little monetary value do not leave objects unsupervised, and advise the public to take care;
- Overcrowding - prepare sensible precautions to ensure crowd control if more people turn up at one time than can be dealt with by the team available, for example contributors will be encouraged to return at a less busy time;
- Trip hazard - arrange cables for electrical equipment so they will not trip up the team or the public, and do not leave equipment unsupervised.

5 The public may bring along bayonets, knives and other blades

Although major problems are not anticipated, this risk analysis should minimize any possible concerns. You should discuss this with the team during the briefing before the event.

Room layout

Direct the public

Put up posters and signs around the venue to direct the public to the location of your submissions day.

Display posters and any other relevant local material

Create a display of posters from the "Erster Weltkrieg in Alltagsdokumenten" project and any other relevant local material to do with the subject. You might be able to set up a computer with a projector and screen to display a slideshow.

6 Display posters and any other relevant local material

Work space and careful handling

Space out the computers and scanners as much as possible within the room.

You must follow common sense and local health and safety rules when laying down wires and cables etc. and using power outlets.

If possible additional tables allow you to prepare materials for digitisation, and to put collections back together again before returning these to the contributor. If the digitisation areas are too cramped then it will be difficult to follow careful handling procedures.

You should not keep more materials in the digitisation area than can be processed in a short amount of time, so additional tables will help organise this work-load.

Follow the venue's procedures for careful handling of artefacts. For example:

- only pencils may be used,
- no food and drink in the digitisation areas;
- do not fold documents;
- handle documents carefully to avoid tearing, or accidental marking;
- avoid touching the front of photographs;
- handle ceramics and other fragile objects with care.

Set up the cameras

Locate the cameras in a well-lit area and put each camera on a tripod by a table.

Try to position 1 camera on a tall tripod (1.5m high) facing vertically downwards above the table to allow you to quickly use it for taking pictures of flat objects (such as cards, papers) because this can be quicker than using a scanner. Alternatively a smaller tripod might be used on the table to enable a sort of 'rostrum camera' arrangement.

7 A smaller tripod might be used on the table to enable a sort of 'rostrum camera' arrangement

1 camera might be mounted on a tripod for more flexible movement.

On the tables set up a black cloth backdrop and table cover. You may also use book-props etc. like the foam supports used in archive reading rooms to position bound volumes like books or diaries.

Professional lighting or even desk lamps should be used to light the subjects.

Set up the cataloguing computer(s)

Set up the cataloguing computers, and make sure the computers are connected to the Internet. Bookmark on the Internet the submission pages for the "Erster Weltkrieg in Alltagsdokumenten" project and information pages. Follow normal procedures to ensure the screen is not affected by glare from windows etc. and that the chair and desk are at an appropriate height for the operator.

If you don't have Internet connections then load up the Stand-alone Catalogue Interface (a Microsoft Excel spreadsheet supplied by the "Erster Weltkrieg in Alltagsdokumenten" project) on each computer you are using.

Set up the scanner and computer

Set up the flat-bed scanner connected to a computer (with scanning software installed) on a large table, or with additional table space next to this. The computer screen should be in relatively low light for the operator to check the quality of the scanned images on screen. Also follow normal procedures to ensure the screen is not affected by glare from windows etc. and that the chair and desk are at an appropriate height for the operator.

8 Set up the flat-bed scanner connected to a computer (with scanning software installed) on a large table, or with additional table space next to this

Set up tables and other work areas

A table will be needed for each camera and scanner, and for each computer. Additional tables can be useful next to cameras, and the scanner.

Tables will be required for the contributors to complete their submissions forms.

Tables are also useful to provide a barrier between the public and the digitisation equipment.

(Alternatively if the purpose of your submissions day is to allow public access to this equipment or to talk with the digitisation technicians who photograph the material they have brought in then these arrangements will have to be set-up differently.)

9 Set up tables and other work areas

Useful equipment

In addition to the scanners, digital cameras and computers, as noted above, other vital things to have on hand include:

- badges to identify clearly team members;
- a supply of the "Erster Weltkrieg in Alltagsdokumenten" submission forms (1 should be completed for each object);
- a digitisation list to help you manage contributions during the day;
- printed guides for the public to take away to contribute material online to the "Erster Weltkrieg in Alltagsdokumenten" project;
- print-outs of the full copyright licence agreement;
- print-outs of these guidelines documents;
- print-outs of the "Erster Weltkrieg in Alltagsdokumenten" project's other guides;
- some general information leaflets;
- promotional material about the venue etc.;
- reference books etc. for the team to refer to and show to the contributors to illustrate a discussion during the day;
- folders containing images of objects that have already been submitted to the "Erster Weltkrieg in Alltagsdokumenten" project;
- a book of numbered tickets such as raffle or cloakroom tickets;
- staplers;
- spare staples;
- pens;
- paper;
- clipboards;
- power extension cables;
- tables/desks and chairs for the team to work at;
- chairs for the queuing public;
- chairs for those writing;
- chairs for those waiting for the team to digitise their material;
- refreshments for the team such as water;
- access to refreshments for the public;
- feedback forms;
- some kind of 'souvenir' for example a "Thank You" note.
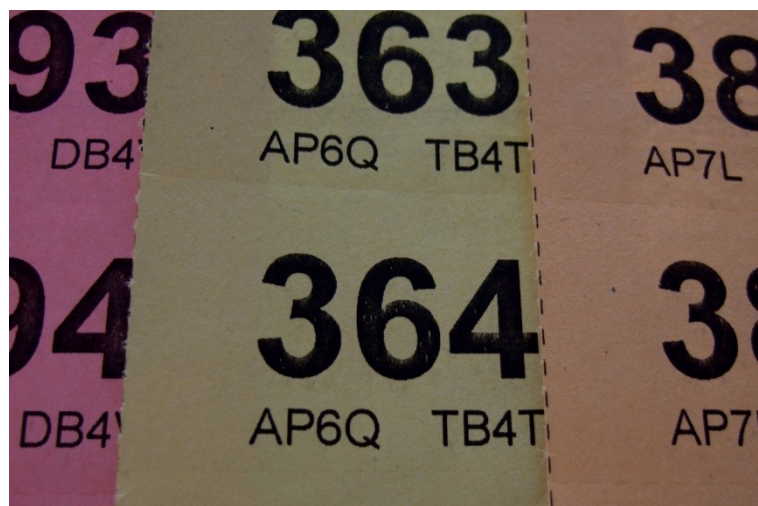
10 A book of numbered tickets such as raffle or cloakroom tickets

Souvenir for the public

When the submissions process is finished you should give each contributor the "Thank You" slip (which can be downloaded from the project website www.europeana1914-1918.eu). This is to thank them for taking the time and effort to contribute to the "Erster Weltkrieg in Alltagsdokumenten" project. It also tells them about what happens next and how they can show their friends and family about the project. ('Word-of-mouth' is often the most forceful motivator to encourage others to contribute.)