

## Interpretation Project - Annex D to Guidance on research and assembling interpretative material Sourcing and submitting images and text

### D.1 Purpose of this Annex

This updated annex provides practical aids and advice to volunteers on sourcing and submitting images and text. (Video is not being used on the y Gaer digital terminals yet.) It covers:

- potentially useful websites for research online and particularly for sourcing images (D.2);
- details and aids to help with acquiring images and permission for use, if this is needed (D.3);
- submission of assembled material (text and images), including how to reference your folders and files (D.4)

Supporting files to this annex, which can be downloaded from the [Guidance webpage](#), are:

- (a) Templates for submission of (a) Main labels and (b) Secondary labels.
- (b) Template for requesting for permission to use a third-party image.
- (c) Statement (PDF) about the use of third-party images in y Gaer to accompany (b) above.

This annex is also cross-referenced to Annex F on 'Copyright and acknowledgement of digital images used in secondary labels' and Annex C on 'Examples of submissions by volunteers for Main and Secondary labels'.

### D.2 Potentially useful websites

This section lists a number of websites that could be useful to volunteers for research online and in particular for finding images to illustrate secondary labels. Each entry has some guidance to help you consider the use of images from that particular website. You will also generally find a section on most of these websites about the conditions for reproducing images obtained from that website for different types of use. You are, of course, likely to find or know of other websites which have relevant information and/or images for your particular object(s).

**(1) Hathi Trust** - Free-to-access US-based searchable depository of 17+ million digitised volumes from many academic and research libraries. Over 6 million are in the public domain, including many related to Breconshire. Easy to search for a subject or reference, to view a volume and read details of its status (e.g. public domain; copyright etc), and to download or save individual pages where permitted.  
<https://www.hathitrust.org> or just search for "hathi trust"

**(2) Internet Archive** - Free-to-access non-profit library including 20 million books and 3 million images, many in the public domain. User can search for a subject or reference, view a book or image, see status (e.g. public domain), and save individual pages or images where permitted.  
<https://archive.org/> or just search for "archive org"

**(3) Wikipedia** - Free, searchable online encyclopaedia with over 6 million well-illustrated entries, compiled collaboratively by the people who use it. (The images in Wikipedia are held in the Wikimedia Commons archive <https://commons.wikimedia.org> which contains over 50 million images - this is also searchable). Click on any image to view details of status and any applicable licencing and required acknowledgement (e.g. public domain; Creative Commons etc). Different resolutions of image can be downloaded.  
<https://en.wikipedia.org>

**(4) National Library of Wales** - A range of digital resources are available free of charge online from the National Library of Wales at Aberystwyth. See the full lists in both left-hand column and main page at <https://www.library.wales/index.php?id=6860>. It can be a challenge to navigate around all these.

There are potentially useful 'Library Resources' such as Newspapers, Journals, Welsh Biographies and Tithe Maps which you can search, and the 'Digital Galleries' such as Pictures, Manuscripts and Maps:

**Welsh Newspapers Online** - local stories & advertisements <http://newspapers.library.wales>  
**Welsh Journals on Line** - <https://journals.library.wales>  
**Places of Wales** - Welsh Tithe Maps - <https://places.library.wales>  
**Dictionary of Welsh Biography** - 5,000 significant persons - <https://biography.wales>  
**Pictures** - in NLW collection <https://www.library.wales/discover/digital-gallery/pictures>  
**Maps** - in NLW collection <https://www.library.wales/discover/digital-gallery/maps>

The NLW catalogue [https://discover.library.wales/primo-explore/search?vid=44WHELF\\_NLW\\_NUI](https://discover.library.wales/primo-explore/search?vid=44WHELF_NLW_NUI) will could also help you search for information via the link to Digitised Items on the drop down menu.

NLW summarises the different conditions of copyright and acknowledgement that might apply to use of images on its Copyright page at <https://www.library.wales/index.php?id=462>. You will generally find a reference to Status, Licence and/or Attribution on the webpage on which you view the image. (Click on 'MORE INFORMATION' if you're looking at a black 'viewer' page for a Digital Gallery item). You are entitled to 'screen capture' images that are stated as being in the Public Domain or having a public copyright licence, like Creative Commons, subject to attribution with NLW's required wording.

**(5) National Museum of Wales** - Collections and research pages includes records and images of many thousand objects in Collections Online. Images can be downloaded free for 'personal use' (which includes educational purposes and, we hope, secondary labels) subject to copyright acknowledgement. Protocol covering use in y Gaer to be confirmed by Powys CC (see Section D.3).  
<https://museum.wales/collections/online>

**(6) Coflein** - Online catalogue for National Monuments Record of Wales (NMRW - mainly buildings, archaeology and industrial heritage) held by the Royal Commission on the Ancient and Historical Monuments of Wales (RCAHMW). Many records have not yet been digitised, but there are 125,000 digital images, including aerial photographs. Most images are Crown Copyright and can be used free for secondary labels subject to copyright acknowledgement. Protocol covering use in y Gaer to be finalised by Powys CC (see Section D.3).  
<http://www.coflein.gov.uk>

**(7) People's Collection Wales** - Digital collections, mainly images, from the heritage institutions in Wales, alongside content from smaller museums, archives, libraries and individuals. Images may be saved for non-commercial use (including in museums) under the Creative Archive Licence of the People's Collection, subject to crediting all creators and contributors of the image.  
<https://www.peoplescollection.wales>

**(8) Geograph** - Free database of geographically representative photographs and information for every kilometre grid square across Britain and Ireland. Has 85% overall coverage with over 6½ million photographs. Images can be downloaded free for reuse under its Creative Commons licence, subject to the conditions and credits stated by the Geograph project.  
<https://www.geograph.org.uk>

**(9) Britain from Above** - Over 4,000 Aerofilms photos of Wales dating from 1919 to 1953. Welsh photos overseen by Royal Commission on the Ancient and Historical Monuments of Wales (RCAHMW). Specially-prepared medium-resolution images can be downloaded free for educational use (and we hope secondary labels) subject to copyright acknowledgement. Protocol covering use in y Gaer to be finalised by Powys CC (see Section D.3).  
<https://britainfromabove.org.uk/en>

**(10) National Library of Scotland** - Excellent free online collection of early Ordnance Survey and Bartholomew maps of Britain (including Breconshire) at scales up to 25 inch to 1 mile. Images are downloadable for use under its Creative Commons licence, with required NLS acknowledgement.  
<https://maps.nls.uk>

**(11) Archwilio** - Searchable index to Historic Environment Records (HERs) of thousands of sites across Wales - Breconshire part compiled by Clwyd & Powys Archaeological Trust (CPAT). Core information (including some digitised documents and images) on line is supported by further information held by CPAT. Use of digital images in y Gaer requires permission from CPAT.

<https://www.archwilio.org.uk/arch>

**(12) British Museum** - 'Collection On-line' gives access to the BM's database of 4½ million objects. Many are available as images which can be downloaded free for non-commercial use under its Creative Commons licence, subject to attribution with the BM's required wording.

<https://www.britishmuseum.org/collection>

**(13) British Library** - Catalogues and online books, journals, artwork and manuscripts available for viewing. Online collection and Online gallery can be browsed and can be downloaded free for non-commercial use subject to stated conditions and attribution.

Explore online collection - [http://explore.bl.uk/primo\\_library/libweb/action/search.do?vid=BLVU1](http://explore.bl.uk/primo_library/libweb/action/search.do?vid=BLVU1)

and online gallery - <http://www.bl.uk/onlinegallery/index.html>

**(14) V&A** (Victoria and Albert Museum) - 'Search the Collections' gives on-line access to 1.2 million objects and 841,000 images. Images in which V&A owns copyright can be downloaded free for non-commercial use subject to being acknowledged as stated in its conditions.

<https://collections.vam.ac.uk>

**(15) Powys Archives** - based at Llandrindod Wells, archive mainly of physical documentary records from across the county of Powys. Search catalogues online; only limited digitised records online.

<https://en.powys.gov.uk/archives>

**(16) Standardised list of Welsh place-names** - Spelling on y Gaer labels must comply with this.

<http://www.comisiynyddygyvraeg.cymru> click on 'Commissioner', click on 'List of Place-names'

**(17) Copyright / Royalty free images** There are several websites where you can search a large archive of free photographs that might possibly be of use to illustrate something general on a secondary label. You should follow each website's stated conditions of use.

Flickr - <https://www.flickr.com/>

Unsplash - photos for everyone. <https://unsplash.com>

Pixabay - <https://pixabay.com>

Pexels - <https://www.pexels.com>

Freeimages - <https://www.freeimages.com>

### D.3 Acquiring digital images

This section provides material and technical details to help you in obtaining and saving images. It supports Sections 4.3.8 and 9 of the main Guidance. Please remember that 'acquiring a digital image' includes both the digital image itself and the supporting information (Annex F, Section F.5) needed for acknowledgements and the Museum's own records.

#### D.3.1 Requesting permission for use and required acknowledgements from third parties

This section provides aids to help in requesting permission to use an image from third-party sources when the source material for the image (e.g. illustration in book, photo, web image, etc) is copyright or restricted in some way. These situations are described in Annex F - see Section F.3.3 and the route map in Figure F.1. You will need to obtain permission for the specific use of a digital image from the copyright holder or owner of the source image, and also confirm what acknowledgement they want to be displayed alongside the image.

On the [Interpretation Project Guidance](#) webpage alongside Annex D, you can download the following two supporting files to use in writing and sending a request:

- A Word docx template for an email or letter requesting permission for our specific use of the image and what acknowledgement should be displayed. You can tailor this so as to apply to your image.
- A statement (PDF) to accompany the request that explains the context of, and gives undertakings related to, the Museum's specific use of the image (as in Section F.4) - all of which the third-party may wish to know or be reassured about. It also safeguards the position of Powys CC and the Brecknock Society and Museum Friends.

**With the leading Welsh institutions** of the National Museum Wales and the Royal Commission on the Ancient and Historical Monuments of Wales (RCAHMW), as indicated in Section D.2, it is intended that the Curator will confirm a general protocol covering permission for our specific use of images downloaded or copied from their websites on secondary labels in y Gaer. This will build on our Museum's common objectives with these institutions. At present, you should assume that permission will be obtained and we are not asking volunteers to write to these for permission to use images.

### **D.3.2 Technical information on digital images - type, size, resolution**

**JPEG if possible** You should save any images as JPEG files. This is the standard form of digital image for Lightbox Lite Manager (the software used to compile text and images for uploading onto the digital terminals). We could use a PNG file if this is what you've acquired by downloading. The Project Team could convert a clear image from PDF to JPEG format if you are only able to acquire the image as a PDF, and you are unable to convert it yourself.

**Resolution** The touchscreen terminal has a relatively small 10.1" screen (i.e. diagonal length). The screen dimensions are 218mm (8.6") wide by 135mm (5.3") high. As the digital image on a secondary label only occupies a part of the screen, you do not need a large image file to display the image sharply on the touchscreen. Blackbox suggest 600px wide x 400px high as a minimum for landscape display (px is pixels). If you were to describe this, you could call it a medium-resolution image.

You can check the image size of a JPEG in pixels by looking at the file properties on your computer. Right click on the image file in File Explorer in Windows or Finder on a Mac.

If you are downloading an image from Wikimedia Commons, you'll see that images held there are often available in a range of resolutions. It's also quite common for organisations to make medium-resolution images available free of charge for non-commercial use, but to charge for high-resolution images, which would be required for a large size display or for high quality printing.

### **D.3.3 Scanning pictures, saving images from a website, and taking your own photos**

This section gives some general information which may help you in these practical tasks of acquiring digital images.

**Scanning pictures** You may wish to scan a photograph or an illustration from a printed document. Most scanners enable you to select the scanned resolution in dpi (dots per inch), and some also show the pixel dimensions of the area that you choose to scan. If the illustration or photo is approximately the same size as the touchscreen, then scanning at a resolution of 200dpi should give a sharp image on the touchscreen. If the illustration or photo is significantly larger (or smaller) than the touchscreen, then it's probably worth reducing (or increasing) the resolution - for example if the illustration is twice the height, then scan it at 100dpi.

**Downloading, 'save picture' and screen capture** from a website. Obviously, it's best if you are able to click-on a download link provided by the website - as can be done with most of the websites listed in Section D.2. However, this facility is not generally available for images on website.

You may also be able to 'right-click, save picture' with the cursor over the image (or 'save image' on Mac) although this facility may be disabled by the website. You could also 'screen capture' or

'screenshot' a selected area of your screen. If possible, try to carry out the screen capture with the web image at a larger size than you expect it to be viewed on the touchscreen - this could avoid the digital image pixelating when viewed. Obviously, you should only do this if use of the image is legal.

**Taking own photos** The resolution of digital images taken by almost all smartphones is higher than the minimum required for a digital image. If you are using a digital camera, you should be able to choose the resolution at which it saves the image. A medium to low resolution image giving a JPEG of less than 1 MB should be adequate.

**A final point** - Don't be a perfectionist with the quality of images for secondary labels. They are not the Main image for the object and it's better to have a reasonable illustration than none at all!

#### **D.4 Assembling draft Main and Secondary labels for submission**

This section supports Sections 4.3.6, 7 and 9 of the Main guidance and explains how we ask you to submit your assembled interpretative material. It also suggests how you should set up folders for each object that you research and interpret.

##### **D.4.1 Templates for assembling label submissions**

On the [Interpretation Project Guidance](#) webpage alongside Annex D, you can download the following two Word templates to use in assembling and submitting your draft Main and Secondary labels. There are also examples of both Main and Secondary label submissions in Annex C. Although you insert a copy of your proposed image(s) into the submission template for each Secondary label, you must also submit a separate master file of the image.

- A Word docx template form for submitting a draft Main label. This does not cover the sourcing of the image because the Museum provides these for the Main labels. The submission includes titles of the Secondary labels that you are considering at the time to indicate to Museum staff and the Project Team the further information and stories that you believe will be of interest.
- A Word docx template to use for each draft Secondary label that you submit. This covers (a) your interpretative text, (b) a copy of your proposed image, and (c) supporting notes, which include the information you are asked to record about your proposed image (summarised in Section 4.3.9 and explained in Annex F, Section F.5). If you need to, you can use the supporting notes section to propose use of an image with a disclaimer (explained in Annex F, Section F.3.3), or to summarise the situation if you've been unable to find a suitable image. sepeate

##### **D.4.2 Your folders and files**

For each object for which you carry out research and assemble interpretative material, we advise that you create two dedicated folders on your computer for material that you aim to submit during the course of your work, or to hand over to the Museum when you've finished. These should contain:

1. Research - all the potentially-useful material resulting your research on that object
2. Draft submissions - all the final draft interpretative material on the digital labels (Main and Secondary, including JPEG images) for that object.

You will probably accumulate other material about the object which you will retain but not hand over. For the time being, please retain a folder containing the material that you have submitted or handed over so that you can discuss this with the Project Team or the Museum staff if needs be.

**Object reference** Please use the following system. There is a large amount of data to handle and without proper referencing it is easy for items to go astray or for the wrong version to be used. With folders or files, always include a reference to the object concerned by (a) its 'Int' reference number, and (b) its simple name in Museum's Modes database. Thus, for example, one would refer to the Llan-

gors Logboat (Museum Record no. 171) as 'Int74 - Logboat'. Please use the reference method described below. The Llan-gors Logboat is used as an example:

- Research folder: 'Research - Int74 - Logboat'
- Any folder or file within the Research folder: 'Res - Int74 - Logboat - *title*'
- Digital Labels folder: 'Labels - Int74 - Logboat' (If it's already called 'DL', that's OK. We advise 'Labels' now to avoid confusion with the digital terminals, which are identified as DL1, DL2, etc).
- Draft label submissions (Word file) for any object:
  - Main label - 'Int74 - Logboat - Text'.
  - Secondary labels - 'Int74 - Logboat - S1 - Cranog' means the 1st Secondary label that you submit and that this is about the Cranog. The next (2nd) to be submitted would be referenced 'Int74 - Logboat - S2 - Location' meaning that this is about the location where the logboat was found, etc. Each Secondary label is a separate Word file.
- Images (JPEG master files) submitted for a Secondary label:
  - For Secondary labels, 'Int74 - S1 - Cranog' indicates that the JPEG file accompanies the 1st secondary digital label and is about the Cranog.
  - If a Secondary label is a scroll-through PDF, then the images would be referenced 'Int74 - S3.1 - Prince'. This means that the secondary label is the 3rd to be submitted and that the image is intended for the 1st screen of the scroll-through and is about a prince.
- Video material for any object: 'Int74 - Logboat - AV - *title*'. 'Title' is a description of what the item is - e.g. 'Cranog'

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