

Know Your Bristol On The Move: Adding The Vaughan postcard collection to the Know Your Place website

- ***Is the postcard a good fit?***

Does it duplicate content already on KYP? Or is it so similar to an existing entry, that it doesn't add anything more in terms of information?

If it is going to be added to KYP, put a 'yes' in the 'Added to KYP' column on the excel sheet.

- ***Checking the date***

Use the maps on Know Your Place.

Trade Directories, such as Kelly's or Wright's – many of which are available online, see <http://www.historicaldirectories.org>, for example - can also be useful when dating by checking against addresses, names of company businesses etc. A good selection of trade/street directories is also available in the BRO searchroom.

Googling, of course, may help sometimes too.

Amend the date on the excel sheet if required – please change any date from the existing two-digit form (**05**, for example) to four-digit format, ie **1905**.

- ***Checking the description***

Is the catalogue entry correct? Is there more detail that could/needs to be added? Is there a story?

If you would like to see and/or transcribe what's on the reverse of the postcard to add to the description, please request the original postcard in the BRO searchroom. You can also request to see a higher resolution digital copy of the postcard, if you would like to zoom in on a particular detail in order to enhance its description, in the searchroom.

Add any new detail to the description field on the excel spreadsheet.

- ***Checking the copyright***

Use the flowchart to ascertain copyright. If the postcard was published by a company named on the postcard, then it is very likely that the copyright resides with this company, and they should be treated as the 'author' of the work, rather than the individual photographer.¹

¹ From Padfield's *Copyright for Archivists and Record Managers* (2007)

3.2.12 Employer (contract of service)

The employer is the first owner of the copyright in a ... artistic work made on or after 1 July 1912 ... when made by an employee in the course of his or her employment ...

3.2.16 Employer (contract of service): before 1912

...The circumstances in which the employer certainly owned the copyright prior to 1912 include:

...

Companies House may also be helpful in checking to see whether a company is still registered. <http://wck2.companieshouse.gov.uk//wcframe?name=accessCompanyInfo>. Once you have found the company, use the enhanced search on the Companies House website to gather more information.

Please enter one of the following in the copyright column on the spreadsheet:

No copyright extant; Copyright owner unknown; Copyright owner known, namely xxxx, and expires xxxx (if known).

If the postcard is in copyright we should not publish it on KYP without permission from the copyright holder. If you are unsure, and would like a second opinion please email me:

Julian.warren@bristol.gov.uk

- ***Checking the edges of the photographs***

The postcards, although originally scanned to a very high quality .tiff file, were not always precisely placed on the scanner, and so in some cases may benefit from a little bit of judicious cropping before being uploaded.

- ***Uploading to Know Your Place***

To submit your contribution to *Know Your Place* <http://maps.bristol.gov.uk/knowyourplace>, click on the **Contribute** tab (near the top of the left-hand panel). Navigate to and identify your place of interest on the map; click on the location on map. The left panel will change to show **Step 1: selection a location** has been completed.

For **Step 2**, click on the text: 'advanced form'. A new window, **New HER asset** will open. Please fill in as follows:

In the 'Name of asset feature' field, copy and paste the following catalogue data from the Excel spreadsheet:

Title

Date (four-digit format – but copy n.d. if that is all there is)

BRO followed by the postcard reference number

For example: Prince's Theatre, Bristol, 05-Aug-1904, BRO 43207/38/1/1/8

In the 'Type of Asset' field, please enter 'Vaughan postcard'.

- production of a graphic artistic work (painting, drawing or photograph) made for or on behalf of another for a good or a valuable consideration, which certainly included creation in return for a salary.

3.2.19 Artistic works commissioned before 1989

Where an artistic work was produced to commission and was created after the commission was agreed, the person commissioning it was the first owner of the copyright in:

- a ... Photograph made between 29 July 1862 and 20 June 1912 for or on behalf of the person giving the commission....

- a ... photograph made in pursuance of an order ... for valuable consideration ... if the work was commissioned between 1 July 1912 and 31 May 1957

Copy and paste the text from the Description field in the Excel sheet into the KYP 'Description' form field – please copy all of the original text from the spreadsheet *and* your own contribution into this field.

Note: there is a 8,000 character limit to this field (about 1,200 words – characters include spaces, punctuation and numbers). If you enter too many characters the form will begin the upload process but will stop and show an error message. Your submission will not have been received by the system.

Ignore the next two fields.

In the 'Photograph of asset' field, click on the **Select image** button and browse to the relevant digital copy of the postcard on your computer. (Please do not submit the watermarked postcard image from the Bristol Record Online catalogue.) Remember to check the digital image and refer to the paragraph above, ***Checking the edges of the photographs***.

The final fields, 'Your name', 'Your organisation', and 'Your contact information' are all voluntary. If you enter information in 'Your name', it will appear as part of the *Know Your Place* entry; information entered into the other two fields will not appear on the website and maps. It would, though, be useful to the project for you to include 'KYBOTM' in the 'Your organisation' field.

Press **Submit**.

You will receive a message stating that the entry will be added to *Know Your Place* in a few days. If there has been a problem with the entry form, you will see an error message; your entry will need to be submitted again. Please email the project's volunteer coordinator with any error messages or problems: n.nourse@bristol.ac.uk