



Old Town Hall, St. Augustine Street, Dungarvan, Co. Waterford, Ireland
Phone: 058 45960 • Website: www.waterfordcountymuseum.org

Guide For Image Collectors

Guidance for the donor / collector in filling out the photograph / image donation sheet.

The data fields that we propose to make publicly available on the web site are:

1. Call Number
2. Title
3. Description
4. Photographer
5. Date Photo Taken
6. Location
7. Collector

The donors name will not be listed publicly.

Collector:

This not the donor's name. It is the name of the person who you dealt with in the museum organisation when you handed over the image. If you are donating by post just leave this entry blank.

Title:

Initially written by collector, may be edited by Museum. It does not matter if a title is repeated. Try and make the titles descriptive.

Description:

Initially written by donor / collector, may be edited by Museum. E.g. – Train entering Lismore Train Station. On the platform in the foreground L. to R. John Smith, unknown and ticket collector Raymond Smith. In the background near the Signal Box can be seen the stationmaster. Bags of mail can be seen near the entrance to the station waiting room.

Location:

The name of the parish the image relates to. Work with the ecclesiastical parishes. This will allow visitors to the web site to browse images by geographical area.

Photographer:

If known.

Date Photo Taken:

Initially written by donor / collector, may be edited by Museum. Can be entered as circa 1910 or as a specific date.

Additional Comments:

Any special instructions associated with the image.

- Not to be placed online before 2005.
- Please contact the donor when image has been placed online.



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Copyright Instructions:

This field indicates the level of copyright clearance Waterford County Museum has been given. There are essentially four levels. None - Web – Print – Exhibition

- None: We don't have any copyright instructions. This means we will have difficulty doing anything with the image.
- Web: We are allowed use the image online.
- Print: We can use the image in books, local newspapers etc.
- Exhibition: The image can be used in Museum exhibitions.

Ideally we would like copyright clearance on Web – Print – Exhibition to allow us to 'get' the image to as wide an audience as possible. To indicate clearance, place an X in the box on the form. The museum will not sell on to a 3rd party without prior permission the rights to reproduce any of the images in the collection.

Donor:

The signature / name of the donor. We would prefer if it were not entered as anonymous.

Donor Address:

Contact details for the donor of the photograph.

Date:

Date that the photo was donated to the museum.