

Managing images

What kind of images might you collect?

- Portraits
- Drawings/ artwork
- Digital scans
- Snapshots
- Posters

Why collect images?

- To preserve the past
- To inspire creative work
- To share on social media
- To include in publications/ exhibitions
- For future research

How?

1 Loan receipt form

- When loaning images or documents to scan it is best practice to complete a loan receipt form.
- Make sure you also get a photograph agreement form signed by the owner of the photographs to agree copyright permissions.
- Make sure that the owner of the images gives you as much information as possible about whom/what is in the picture. This information becomes invaluable when archiving your scans. (e.g date, location, who is in the photo.)

2 Preparing to scan

- Make sure you have an enough surface space to support your images and allow for an organised workspace. Too little space can have a negative effect on image handling.
- Keep the scanning area clean and tidy and avoid food or drink in this area.
- Hands should be clean and dry.
- Assess the condition of the images to assess if they are not too fragile for scanning. As well as general fragility you should look for mould, including photos stuck together.
- If you experience these issues with your photographs please do not attempt to scan them.

3 Handling

- We recommend using un-powdered nitrile or latex gloves when handling photographs. Do not use cotton gloves or powdered gloves.
- Always handle your images delicately and with care when placing inside and removing from the scanner. Always hold your images using two hands.
- If you are scanning without using gloves you can minimise damage by holding the photograph at its edges.

4 Scanning photographs

- In general, portable scanners and flatbed scanners are suitable to produce high quality scans. You can buy a portable scanner online for under £100. Access to scanners can also be provided on request by the AIU Centre.
- All images should be viewed immediately after scanning to check on satisfactory capture.
- Images should be scanned in A4 file size and saved in the TIFF file format. This is the current archive standard for long term preservation.
- Images should also be scanned in 24 bit colour and a minimum of 600 dpi for resolution.
- Images should be stored on a portable hard drive and backed-up on a secure computer or laptop.

5 Taking images at events

- Always make sure that you have consent from people at your events to take photographs of them.
- You can make an announcement or put up clear signs at your event.
- You can use stickers to identify those who do not wish to be photographed.
- As part of data protection legislation you should only take photographs if you know why you need the photographs, what they will be used for, you should also tell people at your event.
- You must provide details for people to contact you to ask for images of them to be deleted if they change their mind.
- Before photographing or filming children, you need to make sure that their parent/guardian is aware of why you are taking pictures, what they will be used for.
- Copyright rules mean that photos are the copyright of the person who took the photographs, and should only be used with their permission.

For more information copyright and consent visit:

<https://www.resourcecentre.org.uk/information/photo-consent-for-community-groups/>