Cataloguing/Uploading Guide (Collection Day)

1 Introduction

During the course of a Digital Collection Day you will assemble a lot of *Story Forms* and have taken a lot of digital images (or possibly even recordings) associated with the contribution. This guide tells you how you can then add these to the 'Lest We Forget' Online Collection. **N.B. Before you do this you may want to process any images you have to reduce the file size and generally tidy them up. See out guide on 'Tidying Up Images'.**

2 Process

2.1 'Add to the Collection'

From either our Home Page (https://lwf.web.ox.ac.uk/home > 'Submit Material') or by going directly to our collection site (http://lwf.it.ox.ac.uk/s/lest-we-forget/page/welcome) you can then choose 'Add to the collection'. This will then take you to a page where you can enter details about the material you wish to submit.

2.2 Completing the 'Add to the collection' online form

The online form is a series of fields for you to enter your information into. Only two fields are mandatory (marked '*'): the story you wish to record, and your acceptance of the Terms and Conditions. Everything else is optional, but please do try to record as much information as possible.

2.2.1 'Give your contribution a title' (Optional)

This should be a short title which encapsulates the story or items you are uploading.

2.2.2 'Write your story here' (Mandatory)

This will be the contextual information or story you wish to record. In most cases, this will give the background to the photographs, etc, you are uploading, but in other cases you may just be recording a story without any associated files. You might include details of why/where you and/or family kept this item. What is its significance to you/your family?

N.B. On the *Story Form* this will be the information recorded in the box 'Story' and also if noted 'Their connection to you'.

IMP N.B. Please do *not* include your personal and/or contact details within this box.

2.2.3 'Who is this story about?' (Optional)

Here you will record the details of the person or persons the story is about. This should be recorded as 'First-name, Middle-name(s) (or initials), and Surname', where known. If this was a serving member of the armed forces, record the most senior rank and regiment (wherever possible). Otherwise leave blank.

N.B. On the *Story Form* this will be the information recorded on the 'Name of Person/People' box.

2.2.4 'Did this person serve in the armed forces or in an auxiliary role?' and 'Did this person survive the War?' (Optional)

These two drop-down lists provide you with a simple 'Yes/No/Not sure' answer for each. This is useful for us in connecting the main person with information in the Commonwealth War Graves Commission. If you are recording information about more than one person leave these blank and make a note (if known) in response to this question in the 'Please add any further information' field at the end of the form.

2.2.5 'When did this take place' (Optional)

Here we would like dates of the main events of the story, if known. As indicated, these should be recorded as DD/MM/YYYY, etc. Examples may be:

* 01/06/1916

* 05/1917

* 1914

* 1916-1918

2.2.6 'Where did this take place?' (Optional)

Here you can record the main locations of the story, e.g. Ypres, London, Basra, etc. If the story covers multiple places then please record all of them.

N.B. In the *Story Form* this will be the information recorded in the 'Places' box.

There is also an option to indicate the main place on the map. Type in the location (e.g. Albert) into the 'Enter address' field on the map and then when it appears on the map click on the location to leave a marker.

2.2.7 'What are the objects you are uploading?' (Optional)

This is the area where you describe the objects captured at the Collection Day and then upload all the files. In the text field record all the items associated with the story (e.g. 'Letters from 1916, Medals of Pvt W. Smith, 6 postcards, etc') listing each new item or set of items on a new line.

N.B. In the *Story Form* this will be the information recorded in the 'Objects' box.

Then click on 'Choose Files'. You should then browse the folder on your computer where your photographs or other digital files are, select as many as you like (often done by holding down the 'Shift' key for multiple selections) and then either 'Choose' or 'Select' these (this will differ from browser to browser). When you do this you will return to the screen and you will either see a file name (if you chose only one file) or '3 files' (e.g. if you chose 3). You will only be able to upload files that together in size are less than 1GB. **N.B. Before you do this you may want to process any images you have to reduce the file size and generally tidy them up. See out guide on 'Tidying Up Images'.**

2.2.8 'Who is sharing this story? (Optional)

Here you should record either you name, or the name of the person you are entering the details for (assuming they agreed to this). You can also select *not* to do this and/or tick the 'I want to submit anonymously' box further down the form.

N.B. This will be the name on the *Permissions Form* recorded in the 'Full name' box.

2.2.9 'Please add any further information' (Optional)

This field allows you add any further notes or explanations around the story or contribution that you think people would be interested in.

2.2.10 'If the contribution was part of a collection day' (Optional)

This box allows you to enter details of a collection day (if this is where the material was collected). This would then allow people to see and retrieve all items collected in a specific location or at a specific event. This should be in the form of the date (DD/MM/YYYY) and location, e.g. '10/11/2017, Cheney School, Oxford'.

2.3 Submit!

You then need to click on the 'Submit' button. All the information you have entered and files you have selected for upload will be submitted to the collection. These will then be sent to an administrator in the project for approval.

LEST WE FORGET

Lest We Forget
STORY FORM
(To be completed during the interview)

STORY

NAME OF PERSON/PEOPLE who the story is about (Include nicknames if used).

THEIR CONNECTION TO YOU

DATES of events or people

PLACES related to events or people

OBJECTS and relation to story/person

Additional pages used

Story Form to Online Submission: Summary

1) Give your submission a title (optional)

2) Record the information in the 'Story' Box (Mandatory)

3) Record the 'Name of Person/People' (optional)

4) Note if the main person was a serving member and survived (drop-down lists) (optional)

5) Note 'Dates' here (optional)

6) Note 'Places' here and search for and make a marker on the map (optional)

7) List the 'Objects' here and then upload all the files

8) Note the name of the contributor here (on Permissions Form) (optional)

9) Add any further information (optional)

10) Note date and location of collection day (optional)

11) Agree to Terms and Conditions

12) Submit!