

Wiki Loves Small Museums

Guidelines for image contribution at the Small Museum Association Conference.

**Contributing to a Digital Presence:
Wiki Loves Small Museums
Sunday, February 15, 2015,
12.00-4.00 p.m.**

Learn how your institution can engage with the public through Wikipedia, and contribute images to Wikipedia directly during an on-site edit-a-thon at the Small Museum Association Conference. Hosting a Wikipedia edit-a-thon or encouraging the contributions of content experts in your community are valuable ways to build partnerships and enhance online presence. **Abram Fox** will provide an overview of how to organize a Wikipedia editing event at your institution. **Mary Mark Ockerbloom** will lead a "Wiki Loves Small Museums" workshop where you can contribute to public knowledge.

We invite attendees at SMA 2015 to bring pictures of their institutions and artifacts, to be released on Wikimedia Commons under a free license which will allow them to be re-used not only in Wikipedia but everywhere by everyone.

- 1) Take photographs of your institution or artifacts in your collection, or choose documents or ephemera for scanning.
- 2) Bring them to our SMA workshop
- 3) Volunteer Wikipedians will help you to release the images you bring to the event, and to edit Wikipedia articles and correct errors.



**SMA 2015:
Museums in Harmony
<http://www.smallmuseum.org/>
Conference**



WIKIPEDIA
The Free Encyclopedia

Questions? Contact:
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Chemical Heritage Foundation
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https://en.wikipedia.org/wiki/Wikipedia:Meetup/Ocean_City,_MD/Wiki_Loves_Small_Museums

COPYRIGHT, COPYRIGHT, COPYRIGHT:

To be released on Wikimedia Commons and used on Wikipedia, a digitized image of a photograph or document must meet specific legal requirements. The simplest cases are either 1) it must be authorized by the **copyright holder** (in the case of photographs, the person who took the picture) or 2) it must be old enough that the copyright of the photograph, document or artwork depicted has expired, enabling the work to enter the **public domain** (e.g. it predates 1923 in the USA).ⁱ

Case 1: To upload a copyrighted image to Wikimedia Commons, at the Small Museums Association (SMA) Conference, we will need a signed PERMISSIONS STATEMENT authorizing us to do so, as follows:

I hereby affirm that I _____ [name]
am the creator and/or sole owner of the exclusive copyright of the following work(s):
FILENAME: _____
URL: _____
DESCRIPTION: _____

I agree to publish the above-mentioned content under the free license:

Creative Commons Attribution-ShareAlike 3.0 Unported.

I acknowledge that by doing so I grant anyone the right to use the work in a commercial product or otherwise, and to modify it according to their needs, provided that they abide by the terms of the license and any other applicable laws.

I am aware that this agreement is not limited to Wikipedia or related sites.

I am aware that I always retain copyright of my work, and retain the right to be attributed in accordance with the license chosen. Modifications others make to the work will not be claimed to have been made by me.

I acknowledge that I cannot withdraw this agreement, and that the content may or may not be kept permanently on a Wikimedia project.

NAME: _____
ADDRESS/PHONE: _____
AUTHORITY: **Copyright holder**
DATE: _____
INSTITUTION: _____

ⁱ Copyright determination can be much more complicated depending on what is shown, who took the picture, when it was taken, and where/when it was published.