How-to Handout for Small Museums Association Workshop.

Step 1: Copyright Questions.
Before doing anything else, ask the donor these simple copyright questions.
a. Did you take this photograph yourself?
b. If yes, Are you willing to release it on Wikipedia where anyone can use it?
    Release with permissions, go to step 2 below.
c. If no,
    c.1. Was the photograph, object, or document published before 1923? or
    c.2. Was it created as part of a Federal Government project?
    Release as public domain (no permission needed), see steps 3 & 7 below.
If these cases do not apply, ask for help with possible **Copyright** issues.

Step 2: Permissions form.
Help the person fill out the permissions form (on the back of Attendee handout).
- If the person has more than one image, one permission form can be used for all, as long as the same copyright and licensing conditions apply to all of them.
- Leave the filename and URL blank for now.
- Read through the licensing section, and explicitly confirm that the person agrees.
- The person signing MUST indicate their personal contact information, so that Wikipedia can contact them to confirm that they gave permission. If Wikipedia cannot contact them, it is likely that the image will be rejected and removed. Also useful if we are busy and need people to come back later or pick up their photos.
- The name of the museum that the image relates to can be indicated at the bottom of the form. This does not imply that the person submitting the photo works there.
- Ask the person to fill in a brief description of the content of the image. Include information from the backs of photographs if available.

Step 3: Scanning images.
Find or create a top-level scanning folder on the local machine, "SMA Folder"
Create a subfolder using the name of the person donating images, "Donor's Name"
Is the photograph or document already in digital form?
a. If yes, copy the file(s) into the folder for the current donor.
    Ideally files should have descriptive names and be easily distinguished from others. If they need renaming, you can do this now using the description on the permissions form or with the help of the donor.
e.g. "Exterior of Paley Library, Philadelphia, 2015 SMA DB001.tiff"
    Indicate the filename(s) on the permission form.
    Next, go to step 4 (CC license images) or step 7 (public domain images).

b. If no, scan the image at 300 dpi or higher and save in the donor folder.
    Save the file as a TIFF or JPEG image, under a descriptive name that indicates the content of the image, and will distinguish it from others.
e.g. "Exterior of Paley Library, Philadelphia, 2015 SMA DB001.tiff"
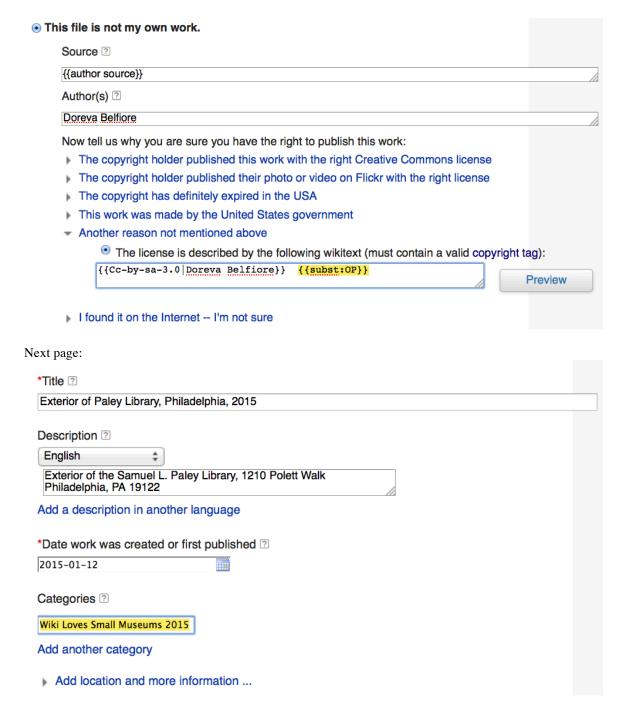   Write the filename on the permission form.
    Next, go to step 4 (CC license images) or step 7 (public domain images).

Step 4: Uploading CC licensed image files.

Upload the image(s) to Wikipedia using:

https://commons.wikimedia.org/wiki/Special:UploadWizard

◉ **This file is not my own work.**

Source ?

`{{author source}}`

Author(s) ?

Doreva Belfiore

Now tell us why you are sure you have the right to publish this work:

▸ The copyright holder published this work with the right Creative Commons license

▸ The copyright holder published their photo or video on Flickr with the right license

▸ The copyright has definitely expired in the USA

▸ This work was made by the United States government

▾ Another reason not mentioned above

◉ The license is described by the following wikitext (must contain a valid copyright tag):

`{{Cc-by-sa-3.0|Doreva Belfiore}}  {{subst:OP}}`

Preview

▸ I found it on the Internet -- I'm not sure

Next page:

*Title ?

Exterior of Paley Library, Philadelphia, 2015

Description ?

English ⬍

Exterior of the Samuel L. Paley Library, 1210 Polett Walk
Philadelphia, PA 19122

Add a description in another language

*Date work was created or first published ?

`2015-01-12`

Categories ?

Wiki Loves Small Museums 2015

Add another category

▸ Add location and more information ...

Write the URL(s) of the uploaded image(s) on the permission form.
Go to Step 5.

Step 5: Scanning permissions for CC images.
As well as the image file, we need to be able to submit any permissions that go with it. The permission form should not be scanned until the file names and URLs have been filled in, so wait until after the scanning and uploading of the files involved.

Scan the signed permission sheet, and save it as a tiff or jpeg file under the name of the person donating the file(s), either in the same folder with the image files, or in the local SMA Permissions folder.
e.g. "Permission from Doreva Belfiore 2015 SMA.jpg"

Keep the paper copies of the permissions.

Step 6: Submitting permissions for CC images.
Mary will email the scanned permission forms to **permissions-commons@wikimedia.org** Having one person do this will make life easier for the OTRS people at Wikimedia Commons and ensure that followup from the workshop is consistently handled.

On each machine used, we should end up with a predictable folder structure:
SMA 2015
>	*Donor's Name*
>>		*Image file(s)*
>>		*Permission file (as needed)*
>	Doreva Belfiore
>>		Exterior of Paley Library, Philadelphia, 2015 SMA DB001.tiff
>>		Interior of Paley Library, Philadelphia, 2015 SMA DB001.tiff
>>		Permission from Doreva Belfiore 2015 SMA.jpg

In the Case of Extremely High Volume:
If we get LOTS of submissions, we can gather documents and permissions and do the scanning, uploading and emailing later.
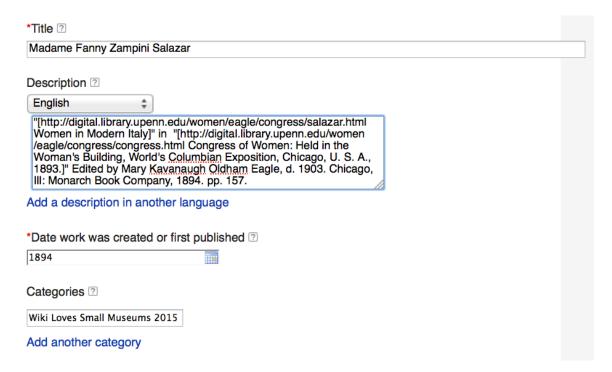
1. If images are already digital, fill out and sign permissions, and copy files to a folder as described above.

2. If scanning is required, put each permission form and any documents to be scanned in a mailing envelope and have the donor write their name, address and phone number on it so we can ensure they get them back.

3. If someone doesn't want to wait, offer to take their cell phone number and call them when the scanning station is less busy.

Step 7: Uploading public domain images

      Upload the image(s) to Wikipedia using:

https://commons.wikimedia.org/wiki/Special:UploadWizard

⦿ **This file is not my own work.**

Source ⍰

Chemical Heritage Foundation

Author(s) ⍰

{{unknown}}

Now tell us why you are sure you have the right to publish this work:

▸ The copyright holder published this work with the right Creative Commons license

▸ The copyright holder published their photo or video on Flickr with the right license

▾ The copyright has definitely expired in the USA

    Wikimedia Commons is located in the USA, so the work must be out of copyright in that country.

      ⦿ First published in the United States before 1923

      ○ First published before 1923 and author deceased more than 70 years ago

      ○ Faithful reproduction of a painting that is in the public domain

▸ This work was made by the United States government

▸ Another reason not mentioned above

▸ I found it on the Internet -- I'm not sure

Next page:

*Title ⍰

Madame Fanny Zampini Salazar

Description ⍰

[English ⬍]

"[http://digital.library.upenn.edu/women/eagle/congress/salazar.html
Women in Modern Italy]" in "[http://digital.library.upenn.edu/women
/eagle/congress/congress.html Congress of Women: Held in the
Woman's Building, World's Columbian Exposition, Chicago, U. S. A.,
1893.]" Edited by Mary Kavanaugh Oldham Eagle, d. 1903. Chicago,
Ill: Monarch Book Company, 1894. pp. 157.

Add a description in another language

*Date work was created or first published ⍰

1894

Categories ⍰

Wiki Loves Small Museums 2015

Add another category

No permissions are needed for public domain images.