

TIPS ON GETTING YOUR MEDIA READY

Firstly, by media we mean photographs, video and music.

Secondly, we need to ensure that any media you give us is properly referenced.

Simple printed photographs are probably the second easiest thing for you to gather and reference after photographs stored on picture CDs. We'll supply you with an A4 pocket file which will allow you to keep all your printed pictures together in one place. We'll also supply you with a few copies of our 'Media Reference Tables'. Our Media Reference Tables can also be downloaded from the Downloads section of our website, in case you need more. There are two types of Media Reference Table; Media Reference Photographs and Video and Media Reference Music.

Since we don't know the relevance of the photographs that you will gather, please use the following procedure to ensure that we can properly reference your pictures:

1. Gather your photographs into one place.
2. We then suggest that you spend a little time grouping your pictures, perhaps chronologically.
3. Then make small groups of pictures. Ideally, each group should be made up pictures which comfortably fit on to a sheet of A4 paper, leaving a little space, just a few millimetres, between each photograph.
4. With a soft pencil (no harder than 'B'), write a number on the back of each picture. Do not press too hard. The last thing we want is the number you've written on the back of the picture, to show through on the front!
5. Write the same number in the column marked 'REF' on the Media Reference Table.
6. Then write a description in the 'DESCRIPTION' column of the Media Reference Table. Dates, people and anything else that may be significant, would be very helpful. If you need to write more than will fit on a single line, simply continue on to the next line.
7. Place the photographs in each group into separate A4 pouches in the A4 pouch folder that our representative has left with you. If you need more pouches, please just contact us and we'll arrange some more to be sent to you.

Some of your photographs may be on picture CDs. Each image on a picture CD will have a reference number. It'll look something like DSC00234. You can use this number, preceded by the CD reference (in case you have more than one picture CD) in the REF column on the Media Reference Table.

Slides are a little more varied. Some slides are in a paper surround. Some are in a plastic surround. Some have a reference number on the frame and some don't. If you have slides with a reference number on the frame (paper or plastic), please use this number in the REF column on the Media Reference Table. For slides that do not have a reference number on the frame, please place one slide in a single A4 pouch. Write a reference number on a piece of paper and slip it into the same A4 pouch.



Registered Charity: 1181512

Video formats over the past fifty years or so are as varied as slides. We suggest that formats such as VHS, Betamax and DV be supplied to us boxed and that a written description be supplied in the box, again with dates, peoples' names, places, etc. Please also supply a time indexes, if possible, such as start time and end time.

Below is an example of a partially completed Media Reference Table.

IMPORTANT: Please do include your name and address at the top of each Media Reference Table.

