



# ARUNDEL COMMUNITY DIGITAL ARCHIVE

## Frequently Asked Questions

---

### What does Arundel Museum do?

Arundel Museum exists to collect, preserve and share the stories of the town and the surrounding area and the people who live, work and visit here. We collect artefacts, documents, photographs, oral histories and more which chart life in the locality and how it has changed from earliest times to the present day. We use our collections to create displays, run activities for all ages and to inspire work with other individuals and organisations.

### What is the Arundel Community Digital Archive

Historically the museum has collected physical items but increasingly, as a society, we are recording the world around us more and more in a digital format. This includes the photographs we take on our phones and files we create on our computers. Usually these digital photos and files are not printed. The Arundel Community Digital Archive is a pilot project which offers a way to donate items like these into the museum's collection so we can continue to keep a record of life in Arundel.

### What topics are you collecting?

This pilot project is focused on collecting digital material which records people's experience of the COVID-19 pandemic in Arundel and the surrounding area. It has been generously supported by the South Downs National Park Authority and as such we are particularly interested in collecting material that relates to the countryside within a 3-mile radius of Arundel including the South Downs and how people have made greater use of the countryside during the lockdown period. If this pilot is successful we will be expanding the range of topics we are looking to collect.

### Why is Arundel Museum interested in collecting material about Covid-19?

Arundel Museum wants to collect material which tells the story of Arundel and the people who live, work and visit the town. This includes recording the effect of global events such as the COVID-19 pandemic on the town and surrounding area. By recording the times that we are living in now we will be creating a historical record which will help future generations to understand how people felt during the pandemic.

### What type of material are we looking to collect for the digital archive?

We are looking to collect a range of items. This list is not exhaustive so if you have an idea but are not sure please contact us on [office@arundelmuseum.org](mailto:office@arundelmuseum.org).

We are looking to collect digital versions of:

- Photographs
- Documents of all kinds including leaflets, flyers, posters, letters
- Diaries / notebooks
- Artwork including drawings, sketches and paintings

These can be items which only exist in a digital format such as a digital photograph or a digital version of a physical item such as a document, diary or printed photograph. Collecting in this way allows donors to share their digital files with the museum but also keep a copy themselves. If you are depositing a diary, it would be very helpful if you could write a very short paragraph to include your name, where you are from, your occupation and a little bit about yourself. This only needs to be a couple of sentences but it will help us, and researchers, to understand more about the context in which your diary was created.

## Is there anything you are not collecting for the digital archive?

The only digital material we are not able to accept at the moment are oral history recordings and films. If you would like to share an oral history please contact our colleagues at **West Sussex Record Office** on [record.office@westsussex.gov.uk](mailto:record.office@westsussex.gov.uk) / 01243 753602. If you would like to share a film please contact **Screen Archive South East** on [screenarchive@brighton.ac.uk](mailto:screenarchive@brighton.ac.uk) / 01273 643213.

## Is Arundel Museum still accepting physical donations?

Yes we are. The Arundel Community Digital Archive is an additional way for the museum to collect the heritage of Arundel but it does not replace our traditional methods of collecting. If you have any objects, documents or photographs you would like to donate to the collection please contact [office@arundelmuseum.org](mailto:office@arundelmuseum.org) to discuss further.

## What digital file formats will you accept?

We are accepting material in any of the commonly used and supported formats. For example: Microsoft Word (.docx or .doc), Microsoft Excel (.xlsx or .xls), TIFF (.tiff), JPEG (.jpeg), PDF (.pdf). If you would like to offer a digital file but are unsure of its file format or if it is in a format not listed above please contact us and we can advise you further.

## Permissions to consider

Please note that if you are taking photographs which include other people you must make sure that anyone appearing in your photo has given their permission or cannot be identified for example if you are taking a photograph of a queue you might want to do so from the back so that people's faces can't be seen.

## How do I send my material to Arundel Museum?

We are happy to accept items for the digital archive by post, in person or via email / WeTransfer. However, before you bring an item in or send it, please contact us via the museum website or on [office@arundelmuseum.org](mailto:office@arundelmuseum.org). We can then contact you to discuss your offer further and help answer any queries about the format the item is in, discuss with you what will happen to the item(s) you donate, and agree what will happen with the copyright in the item.

## What are the terms on which Arundel Museum will accept my material? Is there anything to sign?

We are asking that any Covid-19 related material comes to us as a gift. This means that the ownership of the item will pass to Arundel Museum. This is to ensure that all material in this new community archive can be managed on the same terms. We also ask, where possible, that copyright in your diary or photographs is assigned to Arundel Museum and this is something we will discuss with you when you contact us about a potential deposit. There will be a very short receipt to sign to confirm that you have donated an item or items to Arundel Museum.

## What will Arundel Museum do with my material?

All material which comes to Arundel Museum is catalogued and stored safely until there is an appropriate time to share it with others. This means that each item is assigned a unique reference number and museum staff and volunteers write a brief description about the document. As part of this pilot highlights from the Arundel Community Digital Archive will be showcased on the museum's website: [www.arundelmuseum.org](http://www.arundelmuseum.org). This will initially take a gallery format but if we receive a sufficient number of digital donations we will create themed galleries for visitors to explore.

Continued on next page >>>

## Who will be able to see my material?

A selection of future digital donations will be able showcased on the museum website ([www.arundelmuseum.org](http://www.arundelmuseum.org)) In addition to this all digital files will be stored safely for future use whether that is part of a research project or display. All material will be viewable on request by members of the public. This might include academics, school pupils, local and family historians, and there may be some media interest. Please be aware that researchers can request copies of material you have deposited for their own private research unless you have specified otherwise. Copies may be provided on paper as photocopies or electronically as scans but researchers sign an agreement to state that any copies they receive will not be reproduced elsewhere.

## What happens if my material contains information that I don't want other people to see?

We understand that some items for example diaries by their nature can contain very personal and private information. If this is the case then we will discuss with you the possibility of applying a closure period. This means that no-one (aside from Museum staff and volunteers) will be able to see your item for that time. For documents like diaries, if a closure period is deemed necessary we would usually recommend a period of between 10 and 50 years depending on the nature of the contents. However, we can be flexible about the length of the closure period and will discuss with you whether a closure period will be necessary and if so how long it would be appropriate to close your diary for.

There is also the possibility that your diary may contain information which would cause damage or distress to people mentioned in it. If this is the case, then under the General Data Protection Regulation (GDPR) Arundel Museum will need to close your diary to protect those individuals. Staff will discuss with you whether there is the possibility that your diary contains sensitive information about other people and will also check themselves. If your diary does need to be closed under Data Protection legislation then staff will contact you to let you know.

## Other organisations are collecting material about COVID-19. Should I give my material to you or to them?

We are aware that there are a number of other local organisations who are collecting material about COVID-19. In setting up the Arundel Community Digital Archive we have met with West Sussex Record Office and the Novium (who in turn are working with Screen Archive South East) to ensure that we are all collecting in a complimentary way. We have an understanding between us that if material is deposited with one of us that would be of interest to the another party then we will share that information so everyone is aware. For example, if Arundel Museum received a digital donation relating to a local family who already has family records at West Sussex Record Office we would contact WSRO staff to let me know so they can update their records. If we are offered any digital material which we feel should be donated to a different organisation we will also advise the donor so they can make an informed choice.

