

## York Covid-19 Archive Project - General Guidance for Depositors

### What are we doing?

The Borthwick Institute for Archives at the University of York has been collecting and preserving archives and records in York since the 1950s. We hold millions of records containing nearly eight hundred years of York's history. Now we want to create an archive of York's experience of the COVID-19 pandemic by collecting your records.

### What types of records would we like?

However you choose to express yourself, and record your feelings and experiences of the pandemic, we would love to hear from you. This might include:

- Journals or diary entries
- Blogs
- Poetry
- Prose
- Photographs
- Short Films
- Sound

Unfortunately, we can't take artworks or objects but if you are running a community project around artwork please get in touch - we may be able to record your activities in other ways, even if we can't accept the artworks themselves.

### What formats would we prefer?

If you would like to submit a digital record, we would prefer the following formats to help us to preserve your record. If you have any questions about the following or would like to submit a digital record in a format not listed, please email us at [covid19archive@york.ac.uk](mailto:covid19archive@york.ac.uk).

Journals, diaries, poetry, and prose	PDF: Portable Document Format
	DOCX: MS Word Open XML Document (created in MS Office 2007 onwards)
	ODT: OpenDocument Text Document (created in OpenOffice)
	TXT: Plain Text File (ANSI or UTF-8 encoded)
Photographs and still images	TIFF: Tagged Image Format File
	JPEG: Joint Photographic Experts Group
	JPEG 2000: Joint Photographic Experts Group

	GIF: Graphic Interchange Format
	PNG: Portable Network Graphic
Sound recordings	WAV: Waveform Audio File Format
	FLAC: Free Lossless Audio Codec File
	AIFF: Audio Interchange File Format
	MP3: Moving Picture Experts Group
Video files	AVI: Audio Video Interleave File (uncompressed)
	MP4: Moving Picture Experts Group
	MOV: Quicktime Movie (uncompressed)

### **How do you send a record to us?**

If you would like to submit a digital record, please email us at [covid19archive@york.ac.uk](mailto:covid19archive@york.ac.uk) and we will arrange access to the University's online file Drop-Off system.

Physical records can be delivered by post, or handed over to us once our search-room has re-opened. **Please don't post anything until after the lockdown is over.**

Please include a short paragraph with your submission, including your name, where you are from, your occupation and a little bit about yourself. For the researchers of the future, this will be important information about the context for your record and will only be made available under the provisions of data protection legislation.

### **What are the terms of deposit?**

We ask that all records are given to the Borthwick Institute as a gift. This means that ownership of the record will pass to the Borthwick Institute.

We also ask that copyright be signed over to the Borthwick Institute. This will enable us to use your writing for teaching, research, community engagement, exhibitions and publication.

### **What will happen to my record?**

When you offer a record to us, it will be appraised. This is when we assess a record for historical or research value. All archives have limited space and resources and we have to make sure everything we accept into our strong-rooms is significant and will be used in the future. This shouldn't put you off from offering material, or make you worried that your record isn't 'good enough', it simply allows us to make sure the archive is representative of the activities of our whole community.

If selected, your writing will be preserved as part of the wider York Covid-19 archive for future generations to study, with appropriate archival-quality packaging and professional care.

As soon as possible after receiving your writing, it will be accessioned into our holdings and you will receive a receipt confirming the deposit. Then it will be catalogued on our online catalogue [Borthcat](#), which will make researchers all over the world aware that it is available for study. You will appreciate that describing and publishing details of all of the material we receive will take some time, but we will complete this work as soon as possible.

### **Who will be able to see my record?**

The Borthwick Institute is publicly accessible. While we don't want to restrict your writing, please bear this in mind when creating your record and protect your identity and any sensitive personal information - about yourself, and about third parties. We would suggest:

- Not using full names
- Not including personal information about other people which they might not want widely published
- Writing anonymously - don't write your name or other personal details in the front of the notebook or diary, but provide them separately

If, when you come to deposit, you think there is sensitive information in your writing, please let us know and we will discuss this with you further.

### **Any questions?**

Please email us at [covid19archive@york.ac.uk](mailto:covid19archive@york.ac.uk) and we'll do our best to help.