



Connecting Collections Training Manual

Produced as part of the Connecting Collections project, June 2018-March 2019.



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Introduction

This manual provides instructions in the parts of the collections documentation process that relate to the use of eHive.

eHive combines an online collections management system and public face for the museum's collections. Ullapool Museum uses eHive to catalogue our collections to aid internal curatorial work and to make our collections available to anyone, anywhere in the world, online.

Broader information related to collections documentation can be found in the *Collections Development Policy for Ullapool Museum Trust* document. Sections of the policy particularly relevant to the use of eHive are signposted throughout this manual where appropriate.

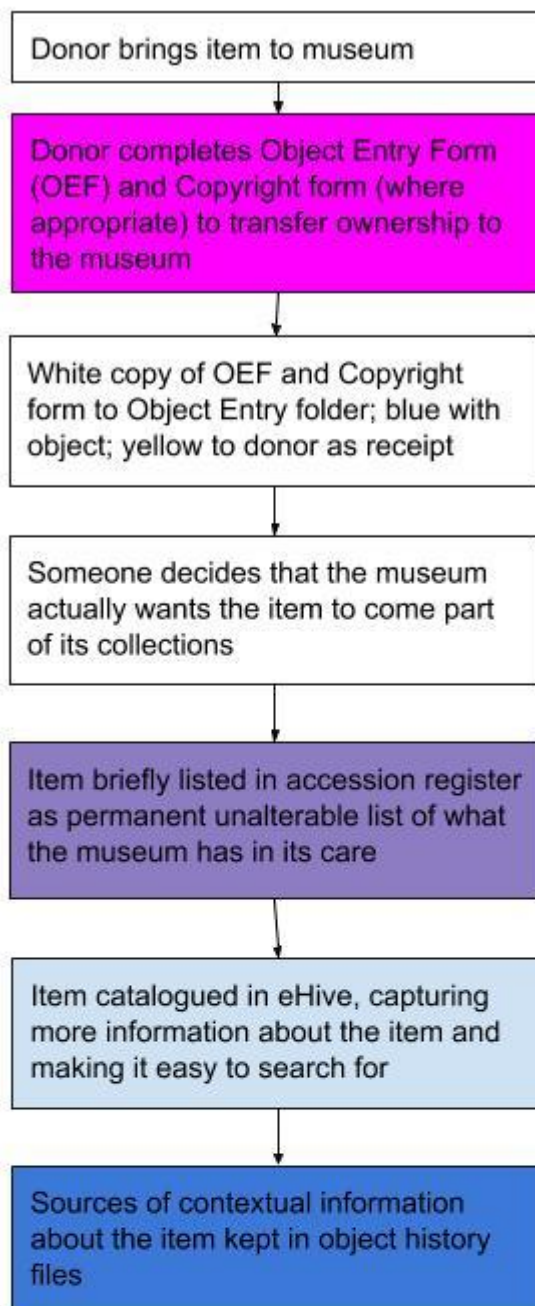
This manual has been produced by Jo Clements as part of the Connecting Collections project, June 2018-March 2019. The project was funded by Museums Galleries Scotland and the Coigach and Assynt Living Landscape Partnership.

Museum Documentation Introduction

Museums tend to keep a small number of standardised forms of information about their collections, each part of which has a unique function:

- Object Entry Forms - these record the formal transfer of ownership of objects from their former owner to the museum (or the loan of the object in some cases)
- Accession registers - these are the permanent, unalterable record of everything the museum has formally accepted permanently into its care
- Object history files - these contain contextual information about objects, such as letters describing how objects were used, or photographs of where the object was found
- Catalogue - this brings together some of the information held in the other parts of the documentation system into a searchable database and then adds additional data to allow us to manage the care of collections, draw links across collections, and better research and understand them. We will use eHive for these functions, and also as a way of virtually sharing our collections with the world.

This is the process by which each type of documentation is generated:



The 'Documentation Procedural Manual' found in appendix 2 of the *Collections Development Policy* has detailed procedures for each of these steps.

Cataloguing in eHive

eHive is an online collections management and sharing platform.

eHive has two audiences:

- UMT collections and curatorial team
- External users

For the UMT collections and curatorial team, the aims of the eHive catalogue are to:

- Ensure that for each object, photograph or oral history we have the minimum information required to meet the minimum standard for the Spectrum [inventory process](#).¹ This is important for the museum to retain its accredited status
- Capture additional existing collections information held in various files and folders to make this readily searchable and to rationalise existing paperwork/computer files
- Provide a place to record newly discovered information about collections
- Support the function of other collections management procedures such as deaccession and conservation
- Support curatorial work by allowing easy search and connection across the collections.

For external users, the aims of the eHive catalogue are to:

- Provide easy access to collections information and the ability to draw connections across our collections
- Provide clear information about how our collections can be used

Creating a catalogue requires balancing the desire to capture and enter as much information as possible about objects with the need to have as many objects as possible in the database as soon as possible. The instructions that follow have been designed to strike this balance but in no way preclude the integration of more data in the future.

This document has been created specifically for the Connecting Collections project, and is not an exhaustive guide to the full capabilities of eHive. More help can be found at these links:

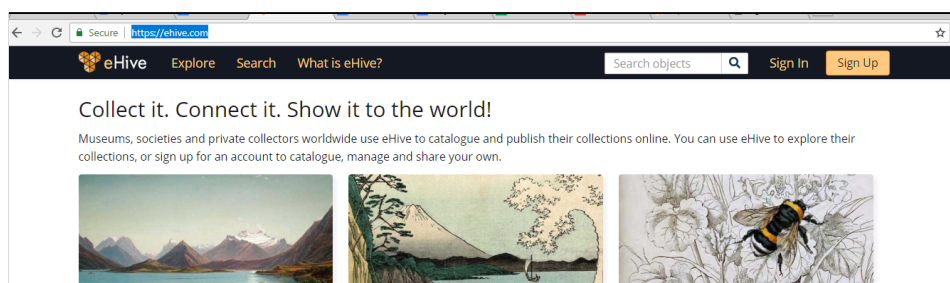
- <https://info.ehive.com/> - for basic information and links to instructional videos
- <http://info.ehive.com/help/> - for more detailed information on entering, editing and manipulating data
- <http://en.wiki.ehive.com> - for the most detailed information on all aspects of eHive

Throughout the document reference will be made to Copyright and Data Protection legislation. More on these can be found in the [Compliance with relevant legislation](#) section, below.

¹ <https://collectionstrust.org.uk/spectrum/primary-procedures/inventory/>

Accessing eHive

eHive is always accessed over the internet. To enter or edit our catalogue, visit the following link, and click the “sign in” button in the top right corner: <https://ehive.com/>

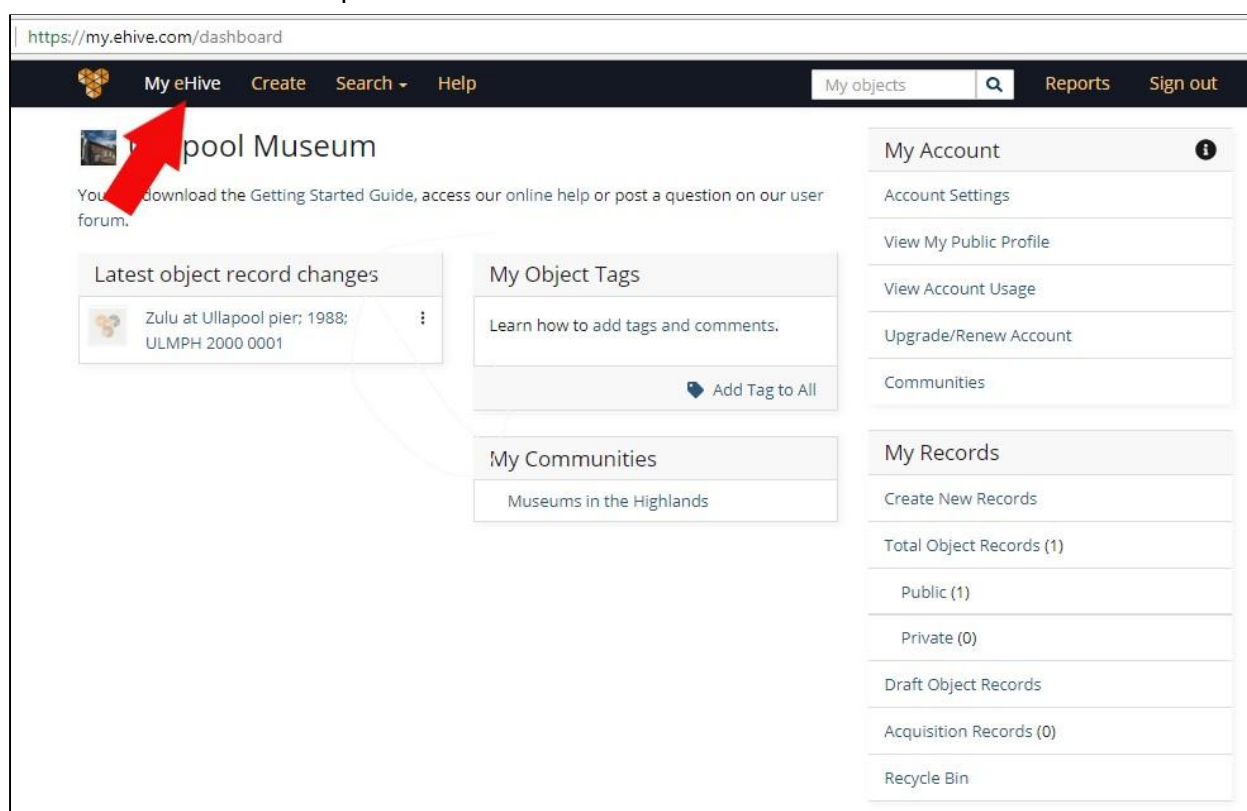


Everyone editing Ullapool Museum’s catalogue signs in with the same details:²

Username: UllapoolMuseum

Password: L0chbr00m1788!

Once logged in you should see the museum’s dashboard. This is the main portal from which the catalogue and our account can be edited and from which reports can be generated. You can return to the dashboard from any screen in eHive by clicking the “My eHive” heading in the black taskbar at the top of the screen:



² This is the case at August 2018, although eHive have plans to move to multi-user accounts in the future.

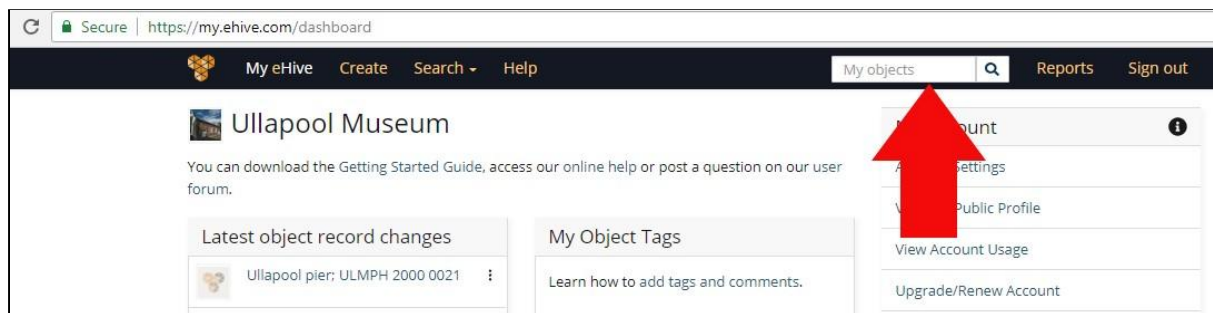
Searching

There are a couple of ways to search eHive.

General searches

This is good for finding things by object number, or to find a keyword in any field. If you want to run a more precise search, see the instructions for [Advanced Search](#), below.

If you are logged into eHive then you can use the 'My Objects' search box in the black bar at the top of any page:



Note that if you are searching by object number you need to include the spaces between the two parts of the number.

Instructions on using wildcards and boolean operators to conduct more precise searches can be found on the eHive website:

<https://info.ehive.com/help/searching/constructing-searches-in-ehive/>

Advanced search

Use this for searching particular fields in the database. Instructions can be found on this page under the 'Field searches' heading:

<https://info.ehive.com/help/searching/constructing-searches-in-ehive/>

You will need to know the field name that eHive have assigned to each field in the back end of the database; the eHive instructions refer to this name as the 'internal field name', 'eHive field name' or sometimes 'field alias'. To find the field name:

- Look at the name of the field you wish to search in the data entry pages of eHive
- Go to <https://info.ehive.com/help/field-help/>
- In the menu on the right side of the page, find 'field help' and click the + sign:

You are here: [Home](#) / [Help](#) / Field Help

Field Help

eHive's Field Help documents all of the available fields in object and acquisition records. Each entry includes the following information:

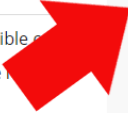
Name (and description)

The name of the field as it appears in the create screen and a short summary of the field's intended purpose.

Field Type	Whether it is a Text, Number, Pick List or Global Term field. See the Help topic on Different Types of Fields for information on using these fields.
Field Length	The number of characters you can enter in the field.
Publication Status	Whether the information you enter in the field will be publicly visible on a published record, or private and only visible to you when you are logged into your account.

HELP

- + Your eHive account
- + Object records
- + Images
- + Documents
- + Saving and publishing records
- + Acquisition records
- + Deleting
- + Searching
- + Reporting
- + Tagging and commenting
- + Communities
- + Fixing problems
- + eHive Policies
- + **Field Help**
 - Object Fields: A
 - Object Fields: B
 - Object Fields: C
 - Object Fields: D
 - Object Fields: E



- Select the page for the letter of the alphabet that the field name you want to search begins with
- Find the internal field name of the field you are interested in. In the example below we can see that the internal field name for the field we see as 'Subject and Association Keywords' is 'association_keyword'

Subject And Association Keywords

This field can be used to record keywords that categorise what an object is about or what it is associated with, such as events, people, concepts, activities etc.

Field Type	Pick List
Field Length	200 Characters
Publication Status	This is a public field. Any data you enter in this field will be publicly visible on a published Object record.
Internal Field Name	association_keyword
Where to find it	The Detail and Public Fields tabs of the Create screen.

- Start your search by typing this into the search box, followed by a colon, followed immediately by your search term.

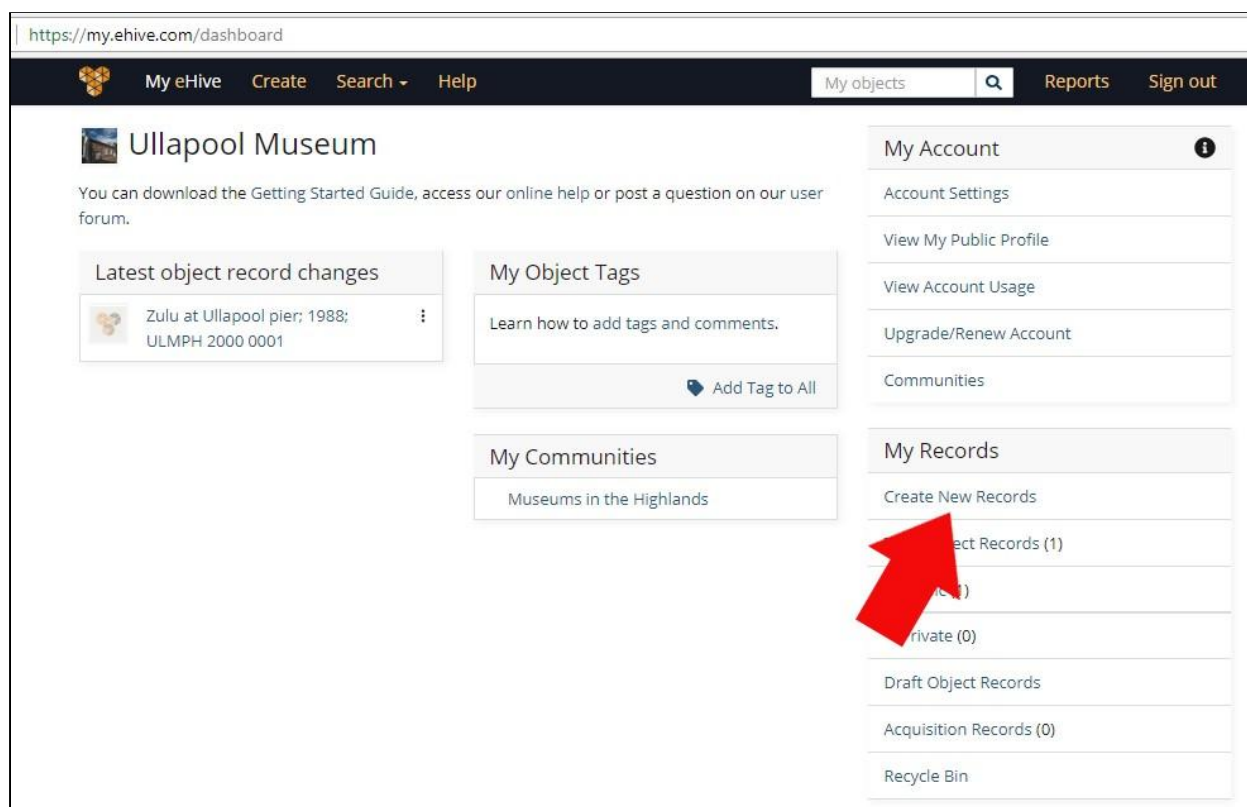
Note that search is not case sensitive.

Creating records

eHive have created a video on the basics of creating a new record:

<http://www.screencast.com/t/YJiaFAPICML>

BUT, it should be noted that the home screen is for an earlier version of eHive, and in consequence the “Create new record” link appears in a different place when we log in - see image below:



Choose an object catalogue type. The catalogue type you choose affects the fields available to enter data. So far, we have used the following object catalogue types:

- Photography and multimedia for the photograph and oral history collections
- History or Archaeology for the object collection as appropriate to the object in question

We have not so far catalogued any books or papers. When these enter the workflow, the fields available in the 'library' and 'archives' catalogue types should be assessed to ensure that the most appropriate category is chosen.

It is important to select the right object catalogue type because you can't change this afterwards.

Once you have selected the object catalogue type you will see a screen with a number of tabs along the top, each containing fields into which information can be entered. The fields are organised into groups, each with a heading in a grey box.

Photography and Multimedia

Record has no summary yet.

Save Draft Save

Draft saved 21:14:21:06

Detail Fields Core Fields Public Fields Acquisition Administration Conservation Valuation

Basic Object Details

Object number

Accession Date

Name/Title

Edition

Portfolio Title

Format

Collection Type

Classification

In order to comply with the Spectrum standard we only need to enter a few basic pieces of information. There are many fields that we will not use, and which will remain blank.

The table below summarises the information we will complete. Where more detailed information is provided, this is indicated in the notes on completion column. The fields highlighted in bold are those that always need to be completed to comply with the Spectrum standard. Fields in regular type are those that will be useful to draw connections across the collection:

Tab	Group	Field	How to complete
Detail	Basic Object Details	Object Number	Enter the object number, including the ULM... prefix
Detail	Basic Object Details	Name/Title	Information entered in this field differs a little between object types: <ul style="list-style-type: none"> - Documents, books, magazines: enter the item's title, or in the case of untitled documents create a short descriptive title - Photos: create a short title that describes the content of the photo - Objects: enter what the object is. In the accession registers this field is called 'Simple name'

Detail	Basic Object Details	Object Type	<p>Enter what the object physically is, e.g. book, photograph, bucket.</p> <p>You will need to create a new term in the picklist to complete this field. There are more instructions on this in the Term Pick List section below (page .</p> <p>Please use a term from the British Museum Object Names Thesaurus³.</p>
Detail	Basic Object Details	Dublin Core	Pick the most appropriate option from the drop-down list
Detail	Basic Object Details	Brief Description	<p>For objects this information is provided in the 'Description' field of the accession registers.</p> <p>This is where we can describe objects, photos and oral histories more fully. It might be helpful to think about providing information about:</p> <ul style="list-style-type: none"> - What the object is - What the object is made of (in the case of objects that might be made of different materials, i.e. it isn't necessary to state that a book is made of paper) - When it was made - The content of images or documents - Anything that is a particular distinguishing feature - Anything that makes it particularly relevant to Ullapool Museum <p>This field is not visible to members of the public, so information that should be kept internal to the museum can be entered here.</p>
Detail	Basic Object Details	Public Description (About this object)	<p>Often, this information can be copied and pasted from the 'Brief Description' field. However, care should be taken to remove anything that should not be made public. This includes:</p> <ul style="list-style-type: none"> - Names of living individuals who have not consented to be named (assume all personal names in photos taken after 1918)
Detail	Production	Date Made	Please ensure that you enter the year in 4-digit

³ <http://terminology.collectiontrust.org.uk/British-Museum-objects/Objintro.htm>

			format, i.e. 2018. If you want to indicate e.g. late 20th century please do so in years, i.e. 1970-2000 (otherwise searching on date ranges doesn't work properly). Feel free to use "c." and initial "?" to indicate uncertainty.
Detail	Location History	Location History	Enter the current location here and 'Current Location' will be automatically updated. Pick a location from the list provided.
Detail	Parts	Item Count	Enter the number of items that make up the item being described.
Detail	Physical Details	Medium and Materials	Only complete this if you are working from a document that includes this information, e.g. the accession registers.
Detail	Measurements	Measurements	Only complete this if you are working from a document that includes this information, e.g. the accession registers.
Detail	Context	Subject and Association Keywords	Use this to indicate <u>where</u> an object is associated with and its <u>subject</u> associations - each record should end up with at least <u>two</u> terms. If you are editing an existing record, do not alter the existing information, simply click the "Add another set" button. Please enter a term from the approved list - see more on this in the Subject and Association Keywords section below. If the item is associated with a particular settlement, select settlement name from list. If not, use "Not associated with a particular settlement". Note that "Lochbroom" is the parish and "Loch Broom" is the loch itself.
Detail	Other Details	Other Number + Other Number Type	Only complete this if you are working from a document that includes this information, e.g. the accession registers. In the accession registers the change in number is indicated by scoring through the old number. Enter the old number in the 'Other Number' field and select 'Old museum number' from the drop down list in the 'Other

			Number Type' field.
Detail	Cataloguer	Catalogued Date	Enter the date on which you are creating the record.
Detail	Cataloguer	Cataloguer	Enter your name. If you are editing an existing record, do not alter the existing information, simply click the "Add another set" button and enter your details.
Acquisition	General Notes	Acquisition Notes	Enter how the object was acquired (e.g. donated by, purchased from) and who from.
Administration	Status	Record Status	Pick from the list as appropriate.
Administration	Status	Restriction type	Must be completed for oral history records - see section on Restriction type, below.
Administration	Copyright	Copyright type	Pick from list - see section on Copyright status , below.
Administration	Deaccessioning	Deaccession status	Pick from list if there is any reason why the object might be considered for deaccession.
Conservation	Condition	Condition at acquisition	Only complete this if you are working from a document that includes this information, e.g. the accession registers.

Term Pick Lists General

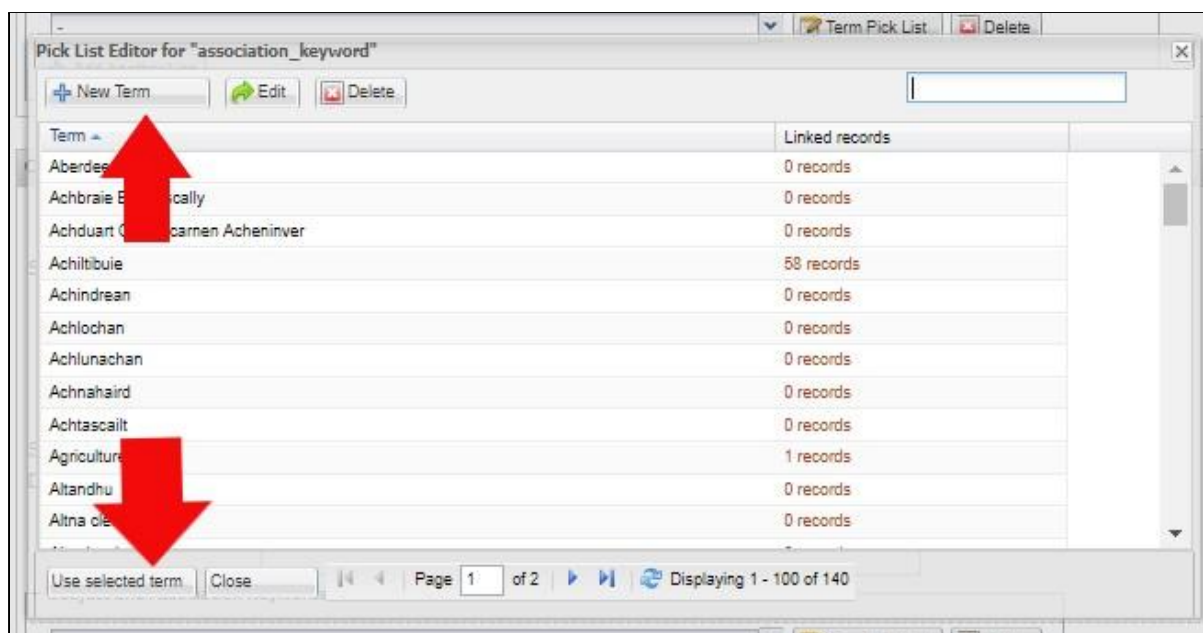
Term pick lists are available for many fields. Term pick lists allow us to restrict the ways in which we describe certain features of an object to make it easier to find items that are related to each other. For example, if items to do with the First World War end up labelled with WW1, 1st World War, The Great War, WWI, etc. it becomes very difficult to find them all.

eHive have produced a video on adding picklist terms:

<http://www.screencast.com/t/znkl0132o>

To add a new term:

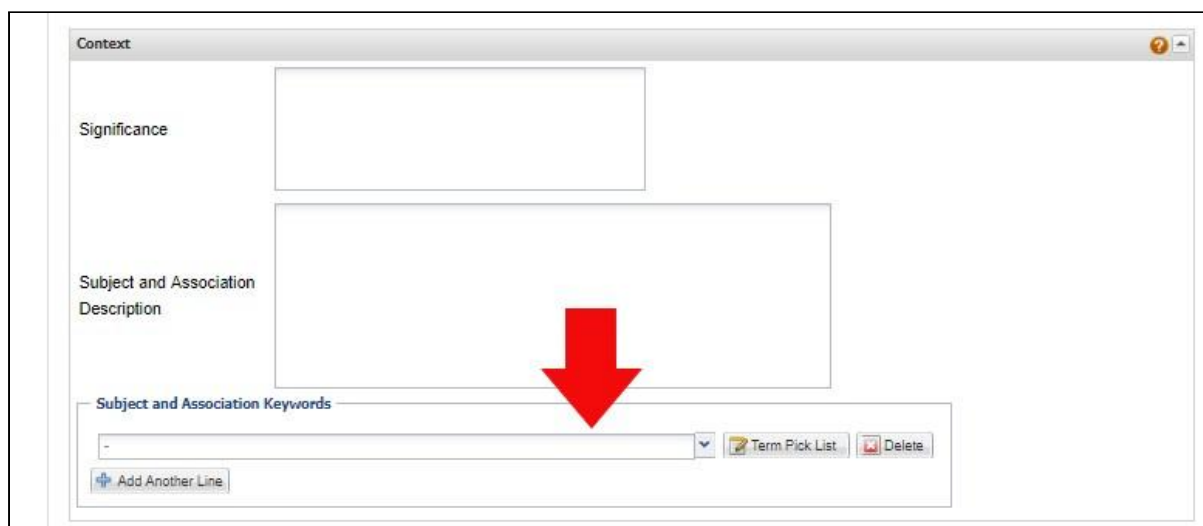
1. To the right of the field, click the 'Term Pick List' button (see image below)
2. At the top of the window click the 'New Term' button
3. Type in your term and click 'OK'
4. Select your new term in the list
5. At the bottom of the window, click 'Use selected term' (see image below)



Subject and Association Keywords

Subject and association keywords provide handy links that will allow people to explore our content through related subjects and places.

Select the 'Detail Fields' tab and Navigate to the 'Context' area. Find the 'Subject and Association Keyword field':



Use the 'Add Another Line' button to add as many keywords as you feel are relevant to a record.

There are three types of keyword that we can record using this field:

- Theme
- Geographical place
- Names

Theme

Our standard list of terms is largely drawn from the [Social History and Industrial Classification](#) (SHIC).⁴ Using a pre-existing list means that people exploring other museums' collections on eHive will be easily linked to Ullapool Museum's collection, raising the visibility of the collection.⁵ We have added a few terms to reflect the particular history of our location, but will use these alongside a standard term so that our data is easily found by browsers.

In eHive the list is ordered alphabetically. Below is a version ordered thematically for reference (with the SHIC numbers for reference). You will see that some of the items have child items - more specific sub-terms - please use the most specific of the terms where possible.

- 1. Community Life
 - 1.111 Religion (Christian)
 - 1.153 Music
 - 1.33 Local government (use for council matters)
 - 1.354 Law breaking
 - Poaching (also use heading above)
 - 1.37 Emergency services
 - 1.41 Health
 - 1.51 School
 - 1.67 Sport
 - 1.8 Warfare and defence (use only if none of the more specific categories below fit)
 - 1.82 Navy
 - 1.846 First world war
 - 1.847 Second world war
 - 1.91 Events not specified elsewhere
 - Bicentenary
- 2. Domestic life
 - 2.31 Heating
 - 2.56 Provisioning (use for anything to do with shopping)
 - 2.65 Cooking
 - 2.93 Livestock
 - 2.943 Motorised transport
 - 2.952 Holidays
 - 2.954 Emigration and immigration
- 3. Personal life
 - 3.14 Portraits
 - 3.3 Costume

⁴ <http://www.shcg.org.uk/About-SHIC>

⁵ I have mapped the ways in which previous classification systems in use in Ullapool Museum relate to SHIC [here](#) - use this if you are entering information from another documentation system and want to convert classification information to SHIC.

- 4. Working life
- 4.11 Agriculture
 - Crofting (also use heading above)
- 4.15 Fishing (only use if the more specific categories below don't fit)
 - 4.151 Commercial sea fishing
 - Klondykers (also use heading above)
- 4.51 Manufacturing industries
 - 4.515 Fish processing
 - Herring curing (also use heading above)
 - 4.516 Grain milling (use for Isle Martin flour mill)
- 4.7 Transport and communication
 - 4.74 Maritime
 - Yachts (also use heading above)
- 4.86 Hotels and catering

If you are working from the accession registers, some objects may have a number in the top right corner. This number corresponds to a SHIC classification. If the number is not on the list above, have a look at <http://www.shcg.org.uk/About-SHIC> to find the appropriate term.

If you feel that none of the terms in the list are appropriate to what you are describing, or that none of them capture something important about the object, you can propose a new term. Have a look at <http://www.shcg.org.uk/About-SHIC> and see if the term you want is there. The numbers in front of the terms here refer to SHIC and may help you to navigate to broadly the right part of the hierarchy for your purposes.

Geographical Place

The options for geographical places included in the list are currently limited to places in Coigach.

We can add others. Please only add settlement names listed in the front of the census folders upstairs. Please don't get more specific than settlement names - street names should be added in the description field.

If there is no geographical place associated with the item use the "not associated with a particular settlement" option.

Names

If a photo was taken before 1918 personal or family names can also be added here.

Restriction type

Use this for recording information about oral history items.

There are currently three classes of oral histories:

1. Those for which permissions forms have been located
 - use “none” or “restricted” in accordance with the information on the permission form
 - If you select
2. Those for which permission forms have not been located, but permissions information has been recorded in spreadsheets stored on the network
 - use “none” or “restricted” in accordance with the information on the permission form
3. Those for which permission forms have not been located and no other permissions information has been located either
 - Use “unknown”
 - DO NOT PUBLISH RECORDS WHERE THE PERMISSION IS GIVEN AS UNKNOWN

Copyright status

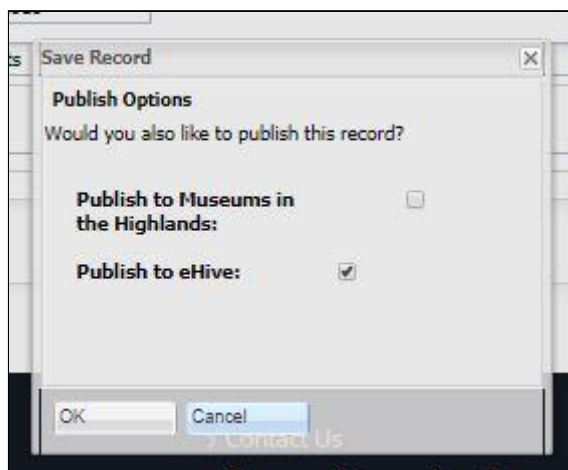
Background information on the Copyright status of collection items can be found in the [Copyright](#) section below.

1. Look at the photo and check whether there are any signs that was a postcard or taken by a portrait photographer, such as code numbers, captions, or photographer's studio names.
2. Then in the 'Term Pick List' window in eHive click on one of the following options based on what we can know about who created the item and when:
 - *Assumed that Copyright given to Ullapool Museum* - use for anything that looks like a family or personal photograph
 - *Copyright transfer paperwork exists* - this term is not currently in use
 - *Item assumed to be in Copyright not transferred to Ullapool Museum* - use for the photos for which 'Account Users Only' has been selected
 - *Orphan work* - use for photos that have postcard number code on bottom or name of portrait photographer
 - *Out of Copyright* - use for items that can be demonstrated to be out of Copyright using the flowchart in section 11 of this document:
<http://www.nationalarchives.gov.uk/documents/information-management/copy-right-related-rights.pdf>

Saving and publishing records

At any point you can save your work by clicking the “save” button at the bottom of the screen.

On clicking “save” you will be given a few options:



In general, we will always check the boxes to publish to both Museums in the Highlands and eHive.

Do **NOT** publish:

- Oral histories that are restricted or where the restriction type is “unknown”.

Adding images


Watermarking

We have chosen to add watermarked images to eHive. If your images are not already watermarked use the BIMP plugin for the GIMP programme (available on all computers in the museum).

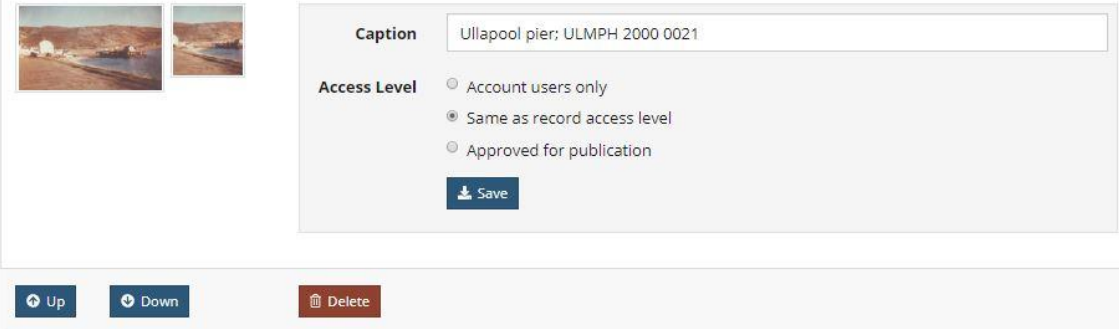
The parameters of the watermark should be as follows:

- adaptive size: 25% width
- opacity: 15%
- distance to edge: 50px
- position: bottom right

Add the image

1. [Find the record](#) you'd like to add an image to.
2. Either click on the  menu icon for the record from the search results pages, or go to the detail for the record. Then click the Edit Images link.

3. Find your image in the shared drive. Note that we have chosen to add discretely watermarked images to eHive. We hope that this strikes the right balance between access to our collections and ensuring that the work that Ullapool Museum does to care for its collections continues to be acknowledged by users of the image.
4. Drag your new images to the Image Upload section or click on the Image Upload section to browse for an image file on your computer or device. This may take a few seconds to a few minutes, depending on the size of the image.
5. Once the image has uploaded, a box with different options will appear:



The 'Access level' option you select depends on what the item is and what appears in the 'Copyright type' field in the object record:

- If the item is an object (i.e. not a photograph) use 'Same as record access level'
 - If the item is a photograph, map, plan or work on paper, the option you select depends on what appears in the 'Copyright type' field in the object record:
 - *Assumed that Copyright given to Ullapool Museum* - use 'same as record access level'
 - *Copyright transfer paperwork exists* - use 'same as record access level'
 - *Item assumed to be in Copyright not transferred to Ullapool Museum* - use 'account users only'
 - *Orphan work* - use 'same as record access level'
 - *Out of Copyright* - use 'same as record access level'
6. If you have a specific caption you would like to appear with this image then you can enter this in the Caption field. If this field is left blank the system will generate a default caption which draws on information in the record e.g. Name/Title, Object Number etc. When you have finished editing the Caption, press the Save button.
 7. You can leave this page as soon as you have completed making any changes. eHive will continue uploading the images in the background after you leave this page.

Using eHive to support collections management procedures

This section covers some specific ways in which we have set up eHive to support particular collections management procedures. For a full list of the procedures and how eHive should be used, see 'Documentation Procedural Manual for Ullapool Museum Trust' in the *Collections Development Policy*.

Inventory - Missing information

In the course of the Connecting Collections project we identified a number of gaps in collections information. We have used eHive to allow us to easily identify affected records for future work in filling in this information.

Identifying donors

There are a number of items for whom we could not find the donor. It is possible that donor information may be stored in a yet to be identified location in the museum.

Identifying donor information is important to establish the museum's ownership of objects, particularly with regard to disposal. For more information on disposal, see paragraph 11 of the *Collections Development Policy*.

We have used the 'Record status' field to record:

- Donor identified
- Donor to be identified

Use [advanced search](#) (see instructions above) on the 'record status' field to return all items for whom a donor has yet to be identified.

Restricted oral history recordings

The whereabouts of the oral history permissions forms for many of our oral histories is currently unknown.

The current status of our knowledge is recorded in the 'Restriction type' field. The options are:

- None (i.e. open recordings, no restrictions)
- Restricted
- Unknown

Use [advanced search](#) (see instructions above) on the 'Restriction type' field to identify the different classes of material.

Deaccessioning

The 'administration' tab contains a section of deaccessioning. We have set up picklists with reasons why objects might be deaccessioned.

Cataloguing

Collecting additional collections information

The public face of eHive allows users to submit comments on individual objects. These comments are private until they are approved by a moderator (currently jo.ullapoolmuseum@gmail.com). More information on the commenting setting can be seen in this video: <http://www.screencast.com/t/foC0mejZrmPp>

Comments must not be made public if they:

- Contain the personal names of living individuals (assume people are living if within 100 years of the current year)
- Contain any potentially defamatory information

In the event that the commenter provides new information that does not fall into one of the above categories, I think that the comment should be approved for publication, and where appropriate, the information provided integrated into the database record, noting the source of the information to allow future people to judge its usefulness.

Comments provided in Facebook posts on collection objects should also be assessed and integrated in the same way.

Copyright status

We have chosen four possible Copyright statuses for items in the collection (see [Appendix 1 - Copyright](#), below). Of these categories, two restrict the activities of the museum with regard to sharing and licensing images and should be periodically reviewed:

- *Item assumed to be in Copyright not transferred to Ullapool Museum* - as time passes some of these items may come into the public domain. For categories of Copyright item where the item enters the public domain a certain number of years after publication or the death of the author, items enter the public domain on the 31 December in the appropriate year. A check on this class of item in January each year is worth doing. For duration of Copyright, see section 11 of this document: <http://www.nationalarchives.gov.uk/documents/information-management/copyright-related-rights.pdf>
- *Orphan work* - in the event that the UK does not leave the EU on the 29 March 2019, new EU Copyright legislation and the concept of 'out of market' works may change the status of some of these items.

Use [advanced search](#) (see instructions above) on the 'Copyright status' field to return relevant items.

Compliance with relevant legislation

Data Protection

In its collections information UMT holds data that could be considered personal data under the definition of the General Data Protection Regulation (GDPR).

Personal data only pertains to living individuals. It is reasonable to assume that people will live to a maximum of 100 years, and therefore any data about people more than 100 years ago is unlikely to be personal data and we don't need to worry about it.

For people living in the last 100 years, the main types/ways in which we hold personal data are:

- Information about who donated objects/photographs/oral histories
- Information about people featured in photographs or oral histories

We have legitimate reasons for holding and processing this data. However, we should not put that data into the public domain without the subject's permission.

This means that information about people who are likely to still be alive should not be recorded in public fields in eHive.

This also means that we should discourage people from providing other people's names in photographs through social media sites such as Facebook. If people want to provide their own names, however, this is very welcome!

Copyright

This section covers how we make sure that we are not infringing the Copyrights of others. For information on how we use our own Copyright, see [Appendix 1 - Copyright](#), below.

Owning a photograph or document does not necessarily mean that you hold the Copyright on that item. Copyright remains with the creator/commissioner and their estates for the duration of Copyright unless it has been formally transferred.

The duration of Copyright in the UK is determined by the Copyright law in force at the point at which the item was created. A useful summary with flowchart is provided by the National Archives:

<http://www.nationalarchives.gov.uk/documents/information-management/copyright-related-rights.pdf>

We are taking a pragmatic approach to the Copyright status of photographs in our collection.

In general, in order to know who the Copyright holder is likely to be, you need to know:

- the date on which the item was created
- who created it

We do not always know these pieces of information.

We have created four categories to cover the different Copyright statuses in our collections:

- *Copyright transfer paperwork exists* - this term is not currently in use but will become useful as transfer of Copyright is added to Object Entry procedures
- *Assumed that Copyright given to Ullapool Museum* - we believe that people who donated their family photos to the museum in the past would have expected the museum to use them to promote the history of Lochbroom, even though they did not necessarily formally transfer Copyright to the museum. We will therefore make these available online with a clear take-down policy and means for people who don't wish their photographs to continue to be online to contact the museum and get them removed.
- *Orphan work* - this term is used for items that are still likely to be in Copyright but where the Copyright holder cannot be traced. In the Ullapool Museum collection most early to mid-twentieth century postcards and photos taken by portrait photographers are orphan works. These can be identified by a postcard number code on the bottom of the image or the name of a portrait photographer on a frame. There is a process for registering and licensing orphan works that can be seen here: <https://www.gov.uk/guidance/copyright-orphan-works>. However, as the process is lengthy and can be expensive, organisations like the National Library of Scotland have taken the policy of putting orphan works online alongside a clear takedown policy. We will also follow this policy.
- *Out of Copyright* - use for items that can be demonstrated to be out of Copyright using the flowchart in section 11 of this document: <http://www.nationalarchives.gov.uk/documents/information-management/copyright-related-rights.pdf>
- *Item assumed to be in Copyright not transferred to Ullapool Museum* - use for anything not covered by the categories above.

Records Management Maintenance Procedures

Schedule

Every 6 months:

- Back up eHive (instructions below)
- Back up network

Backing up eHive

Back up the data in eHive by running a report on the whole collection and exporting the data in a spreadsheet. Instruction can be found here:

<https://info.ehive.com/help/reporting/reporting-on-your-own-records/>

Appendix 1 - Copyright

This sections covers:

- What we have licensed users to do with the information and images we provide in eHive
- How images of collection items might be commercially licensed to others

What eHive users can do

We have added images of our collection to eHive. Some people have worried that this means that other people might “steal” the museum’s photos leading to loss of income and acknowledgement of the work of the museum in caring for the originals. These are the steps we have taken to balance these concerns with the need to share the collection and engage people with it:

1. Viewers are unable to download images

Viewers can open up a window that shows them an image of the photo that can be up to the size of their computer/device screen. However, they are unable to download this image.

The only way in which they could make a copy is by taking a screenshot. The image quality of the screenshot is far too poor for satisfactory printing.

2. Our images are watermarked

All of our images are watermarked in the bottom right hand corner. The watermark is always ~25% of the width of the image and so in most cases cropping the watermark would lead to loss of large sections of the image.

3. We have licensed the content in a particular way

Where possible, we have licensed our eHive content under a Creative Commons Attribution - Non-commercial - Share Alike licence. This means that someone could, if they wished, take a screenshot of one of our watermarked images and “remix” it in someway. However, they would have to:

- Credit Ullapool Museum whenever they used the image
- Ensure that they were not using the image for a commercial purpose
- Share their “remixed” image under the same terms, meaning that subsequent users would have to credit the museum and could not use the image for a commercial purpose

We hope that having these images online will encourage people who might want high-quality images for commercial purposes to contact the museum to arrange commercial licensing, and therefore ultimately lead to an increase in income from image sales.

Commercial image licensing is covered in the next section.

Commercial licensing of collection images

Ullapool Museum is able to give permission for the commercial use of images for which it can reasonably be assumed to be the Copyright holder. These images will have been categorized in eHive in the following ways:

- Assumed that Copyright given to Ullapool Museum
- Copyright transfer paperwork exists
- Out of Copyright

The Board of the museum may additionally choose to give permission for the commercial use of images believed to be orphan works. These images will have been categorized in eHive as:

- Orphan work

There is some element of risk here should the Copyright holder of an orphan work come forward. I would be tempted to sail a bit close to the wind here....

Images marked in the following way in eHive **should not** be commercially licensed:

- Item assumed to be in Copyright not transferred to Ullapool Museum

For fees refer to the current charging structure.

Appendix 2 - Items assumed to be in Copyright not transferred to Ullapool Museum

The following lists give the object numbers of photographs in the series ULMPH 2000 0001 to ULMPH 2001 1204 assumed to be in Copyright not transferred to Ullapool Museum as at February 2019.

Photos not to be made public.

Box 1 2000 19
2000 10

Box 2 ? 2000 172 Tuck

Box 3 2000 213

Box 4 2000 340
2000 349
2000 367
2000 375

Box 5 2000 410
2000 419
? 2000 420 Judges
2000 423
2000 424
2000 425
2000 485

059.

Box 6 2000 510
2000 536 Judges
2000 551
553
570 Tuck
571
582
584

Box 7 2000 613 Souvenir co Blackpool
 2000 618 Scholastic, sch. photos
 2000 643
 2000 671
 2000 684 Judges

Box 8 708
 729
 733
 745 Scholastic
 746
 754 Dixon
 755
 782

Box 9 2001 816
 2001 884

Box 10 2001 902
 2001 905
 ? 2001 908
 2001 914
 2001 1000

Box 11 2001 1030
 2001 1031
 2001 1032
 2001 1037

Box 12 _____