

FAQs and Agreement Forms

‘Heritage from Home’ is collecting and preserving the experiences of people of all ages in Alnwick and the surrounding area during the Covid-19 pandemic. We want you to use your smartphones to record your thoughts and feelings: funny, sad, serious, silly or reflective. Closing date for submissions is Monday 31 August, 2020.

What kind of photos, video and audio material are we looking for?

Anything that tells us what you have been doing and thinking about during lock-down. You may have already recorded video, taken photographs or made drawings – record yourself telling us why you took them and what they mean to you. Once the project starts we’ll be uploading films to the website so have a look and get inspired. **We really want to hear your voices.**

For instance you could:

- Record an interview with a member of your family
- Demonstrate a new skill you’ve learned or one you have returned to
- Video your newly planted vegetables and flowers
- Video a new or favourite recipe
- Write and record a poem or short story
- Walk to a new location you have discovered
- Tell us about someone who’s important to you
- Talk about your experiences in lock-down diary style
- Talk about a drawing or photo you’ve taken – what it means to you
- Share your thoughts about Lockdown and the future.

How can I record my videos and audio?

- Use your mobile phone or camera to take photographs, record video and audio.

What will Bailiffgate do with my material?

- We will select some of your content for editing into short digital films and upload these to our website, to Bailiffgate TV YouTube channel and on our social media
- All material received will be catalogued, archived and available for future generations.

How much material can I send?

- Video or audio up to 2 minutes long (any longer will be edited down)
- Up to 20 digital photographs or scanned/photographs drawings
- Up to 250 words of poetry or prose recorded as an audio file

Can I use pop songs or classical music?

No. Unfortunately we cannot accept any commercial music, audio or video recordings from television or radio programmes or other webcasts such as YouTube or Vimeo. All music must be original compositions or have the express permission of the writers and/or performers. If you are recording someone or an activity make sure no radio or TV is playing in the background.

What if my recording is longer than 2 minutes?

- If your recording is longer than 2 minutes tell us which section or sections to use or leave it to us to make the selection
- We can speed up your video (eg of a craft activity, a walk or cycle ride) and you could record a separate audio no longer than 2 minutes about what you're showing us.

How do I get my content to you?

- WeTransfer or Dropbox (both free and easy to use) and send the link to hfh@bailiffgatemuseum.co.uk
- By using a flash drive (we'll send you a free one) and post it to us Heritage from Home, Bailiffgate Museum & Gallery, 14 Bailiffgate, Alnwick, NE66 1LX

What do I need to include with the material I send?

- The completed Contribution Form
- The completed Contributor's Agreement Form (in this pack)
- Agreement Form signed by any other people involved
- If you send the Contribution Form and/or Contributor's Agreement Forms separately to your video or audio, make sure you also provide us with your personal details with your material.

Why do I need to sign Agreement Forms?

We need to be sure that you understand what will happen to the material you send us and that you agree to allow us to use it in the way we have explained. If you record someone other than yourself in a video, audio or photograph they will also need to sign the Agreement Form. If you are using a piece of music someone has composed and played as a soundtrack they will also need to sign an Agreement Form.

How do I send the Contributor's Agreement Form?

- Sign and post it to us when you are ready to give us your material
- Sign, scan and email it to us (or send by WeTransfer or Dropbox or on the flashdrive along with your videos etc)
- Sign and send using a form completion application or software on your phone or tablet.

Where can I get help?

- YouTube for technical advice, ideas and inspiration
- Email us at hfh@bailiffgatemuseum.co.uk
- Telephone Harry Henderson on 07812 597151

Bailiffgate
MUSEUM & GALLERY ALNWICK



Contributor's Agreement Form for Heritage From Home

In consideration of Bailiffgate Museum & Gallery producing the audio, video/ still images and the contribution to be given by ME ('the contributor') during the project:

I, (full name of 'the contributor')

Address

.....

.....

Telephone Email

The personal data contained within this form will be held securely and not shared with anyone, unless Bailiffgate Museum & Gallery is obligated to do so for legal purposes, such as evidencing ownership or demonstrating a valid Agreement.

Our Data Protection Policy and Personal Data Policy is available on our website. A hard copy can be forwarded on request.

1. agree to accept no payment for MY contribution
2. am over 16
3. confirm that Bailiffgate Museum & Gallery shall be entitled to any rights, including copyright worldwide, by any and all means, in any and all media
4. confirm that Bailiffgate Museum & Gallery shall be entitled to cut and edit the material as deemed appropriate and shall not be obliged to include all or any of my contribution
5. confirm that Bailiffgate Museum & Gallery shall be entitled to use any videos/photographs/personal memorabilia provided by ME in archives and exhibitions

Signed

Date

The personal data contained within this form will be held securely and not shared with anyone, unless Bailiffgate Museum & Gallery is obligated to do so for legal purposes, such as evidencing ownership or demonstrating a valid Agreement. Our Data Protection Policy and Personal Data Policy is available on our website. A hard copy can be forwarded on request.

16 and under to be completed by parent/guardian

I (full name) _____ am the parent/guardian
of _____ (full name of contributor)
and agree to Bailiffgate's Terms and Conditions of use of the material and;

1. agree to accept no payment for MY contribution
2. confirm that Bailiffgate Museum & Gallery shall be entitled to any rights, including copyright worldwide, by any and all means, in any and all media
3. confirm that Bailiffgate Museum & Gallery shall be entitled to cut and edit the material as deemed appropriate and shall not be obliged to include all or any of my contribution
4. confirm that Bailiffgate Museum & Gallery shall be entitled to use any videos/photographs/personal memorabilia provided by ME in archives and exhibitions

Signed _____ (parent/guardian
of the contributor) _____

Date _____

Any other person featuring in photographs, video or audio:

I (full name) _____ appear in the video/audio
by _____ (name of contributor) and
agree to Bailiffgate's Terms and Conditions of use of the material and;

1. agree to accept no payment for MY contribution
2. I am over 16
3. confirm that Bailiffgate Museum & Gallery shall be entitled to any rights, including copyright worldwide, by any and all means, in any and all media
4. confirm that Bailiffgate Museum & Gallery shall be entitled to cut and edit the material as deemed appropriate and shall not be obliged to include all or any of my contribution
5. confirm that Bailiffgate Museum & Gallery shall be entitled to use any videos/photographs/personal memorabilia provided by ME in archives and exhibitions

Signed _____ Date _____



Supported using public funding by
**ARTS COUNCIL
ENGLAND**

**Please send this form with your videos, photos & audio
by 31 August 2020**

Title of Piece (or your name)	
Short Description of Piece (up to 50 words)	
Any extra instructions about use of your material	
Name in full	
Telephone	
Address	
Email Address	