
Covid-19: University of Bradford's Visual Archive – information for participants

Special Collections at the University of Bradford is collecting a visual archive of experiences of the Covid-19 pandemic. This is to capture how our staff and students have been affected since the start of lockdown in March 2020 and throughout the 20/21 academic year. We hope this archive will become a valuable record of how the University of Bradford responded to Covid-19.

How you can contribute

We would like to collect as many images as possible from a wide range of staff and students to reflect how Covid-19 has impacted on your work and studies. Images could show working from home set-ups, students working remotely, essential staff working on campus, social distancing implementation, students arriving back on campus and, of course, a fine display of masks and face coverings.

Using the form provided on the Special Collections webpage you can contribute up to 10 images at a time. If you wish to send more than 10 images then please complete another form and attach the images.

Formats

We can accept images as JPEG, TIFF and PNG files. Please rename your files using the format Last name_First name_YYYYMMDD_01 or _02 etc e.g. Bloggs_Joe_20200528_01 where YYYYMMDD is the date the image was taken and 01 is the specific image number.

What will happen to your images?

All images will be stored securely and will be uploaded to our digital asset management system where metadata will record details about the image and the image creator. The archive will be catalogued and made available to researchers within the Library and online. We also ask for your consent to the use of your image(s) and name in material produced by the University of Bradford for publicity such as press releases to the media (external), social media channels, the University website.

If you would like to restrict access to your image(s), or if you would prefer that your contribution is not made available online for a period of time, you can indicate this on the online form used to submit your images – see *Restricting Access* below for more information.

The University of Bradford retains copyright for this material, which may not be reproduced without prior written permission. If you need to view this document in an alternative format or have any comments on the content email: lib-webadmin@bradford.ac.uk

If you have any concerns about how your image(s) may be used or made available, please contact us. We are happy to answer any queries you have.

Your personal data

We ask for your name, address, and email as part of your agreement to contribute to the archive. These will be kept within our files permanently as a record of who contributed material to the archive. We may use this information to contact you about your contribution but we will not use it for any other purpose. It will not be shared with anyone else unless we are required to do so by law.

Please note that we will also hold any personal data provided in the images you upload which could include special category information for example personal data revealing racial or sexual identity.

Others' personal data

We ask that you ensure you have others' permission to include them in photographs. You will be required to confirm this on the online consent form used to submit your images. Where it is not possible to obtain consent, please only use photographs which do not identify individual people, for example by photographing a queue from the back or taking photos from far enough away that individual faces are not easily identified.

Copyright

We ask you to assign copyright in your contribution to the University of Bradford. This is so that we can make your contribution available to researchers and use it in our website and other publications. Copyright is likely to exist in your contribution until 70 years after your death; this means that if we lose touch with you or your heirs, we cannot use your contribution, make it available online, allow researchers to make copies for their research, or publish extracts.

If you would prefer to retain copyright in your contribution, you can indicate this on the online form used to submit your images.

Please note that assigning copyright to the University of Bradford does not affect your moral right to be identified as the creator of your contribution, and you will be acknowledged in our catalogues as the creator, unless you specifically request otherwise.

Restricting access

We recognise that, during Covid-19, many people will have experiences which are upsetting or traumatic which they might not wish to be made public immediately, but which would enrich the historical record. In this case, you can restrict researcher access to your contribution, and we suggest that a period of 30 years is usually appropriate. If you would like to do this please let us know when submitting your image(s).

If you request that your contribution is restricted, it will not be made available to researchers even if they request access under freedom of information or data protection legislation.

We would like to make as many contributions as possible available online for researchers to use. If you would prefer that your contribution is not made available online please let us know when submitting your image(s).