



#DOCUMENTINGCOVID19



TIPS FOR CITIZENS



You can participate in the preservation of evidences about the social effects of COVID19 by donating to public archives the most relevant testimonies of your experience. Democratically creating a plural public memory is one of the ways to strengthen socially our present democracy.

Contextualize your photos and videos



The devices from which you take photos and videos generate automatically information (metadata) about time, day and format in which they were created.



If we want quality and verifiable information, however, other contextual data is needed:



Take note of the following four basic details: author (name of the natural or legal person), location (street, approximate area), title (action documented, as brief as possible), access and dissemination rights (indicate that you initially give the right to reproduce and consult).



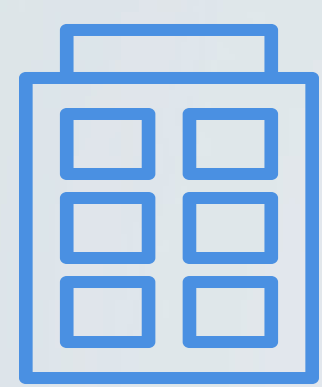
Take the time you need, so you can evaluate better which documents are the most representative. In order to preserve the information we need not speed, but rigor.



Once you have it well described, it is time to go to your archive.



Find out your nearest archive



The Municipal Archive of your locality will be the center where your testimony can have more significance.



If there is no local archive, look for the immediate administrative level one.



Transfer your testimonies to the archive

Do it now through:



The electronic procedure or form enabled by the archive.



The official email address of the archive:



Send the images as an attachment.



Use free file sharing services (wetransfer) for heavy files.



Wait until the lockdown is over:



Carry your records on a pendrive or similar device.



Carry your analogic materials.



The archive staff will register your donation.



Find the nearest Archive and consult the archivists!