ACCESSING THE HISTORY SOCIETY'S DIGITAL ARCHIVE ON FLICKR

BROWSE THE COLLECTION

To **browse** the History Society's digital archive on Flickr, type in:
www.flickr.com/photos/keighleyhistory/albums

This will show you the different albums we have with collections of photographs around a particular theme.

Scroll up and down to see the different albums. At the bottom of the page you can click on a number to see the next page of albums. We have lots of pages with lots of albums.

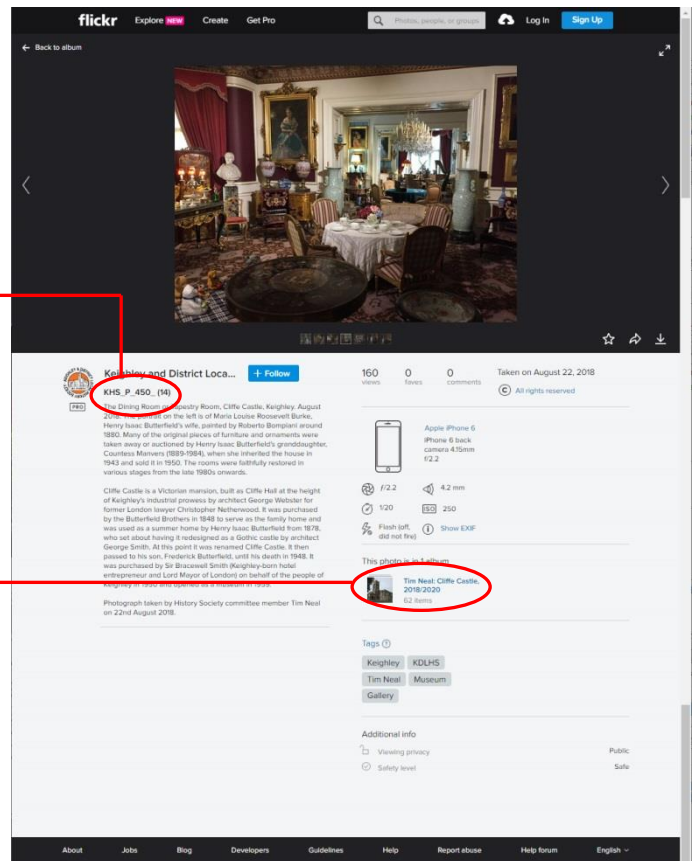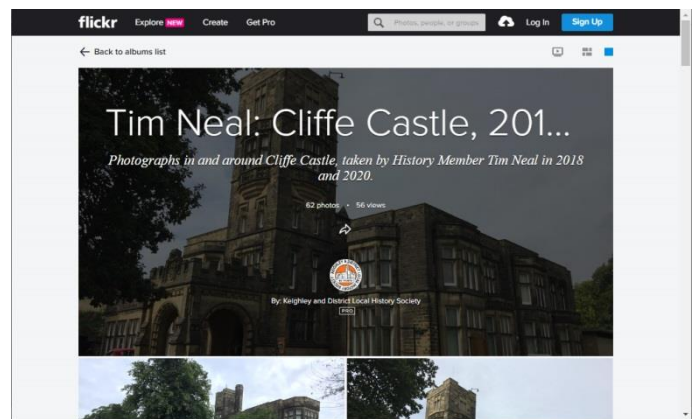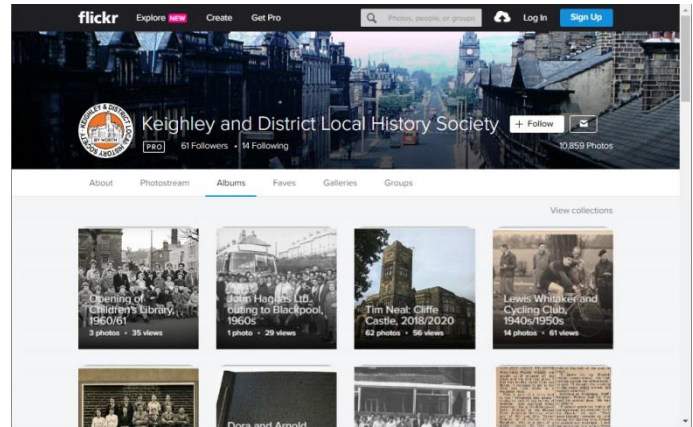If you **click on an album** you can see all the images within that album.

Scroll up and down to see all the images. The images might go over more than one page so scroll all the way down to the bottom to check.

If you then **click on a single image** you are taken to the image page.

Click on the image again and it will make the image even bigger (sometimes you can do this more than once to make it even bigger).

Each image has a **unique code number** (it will be of the format KHS_P_XXX_YY or similar). If you want to get in touch with us about a particular image please quote this number to make it easier for us to identify which image you are referring to.

Make sure you scroll down. Most of our images have some written **detail about the image**. You can also see which **album** it is in (and you can click on the album if you want to see more images in the same album).
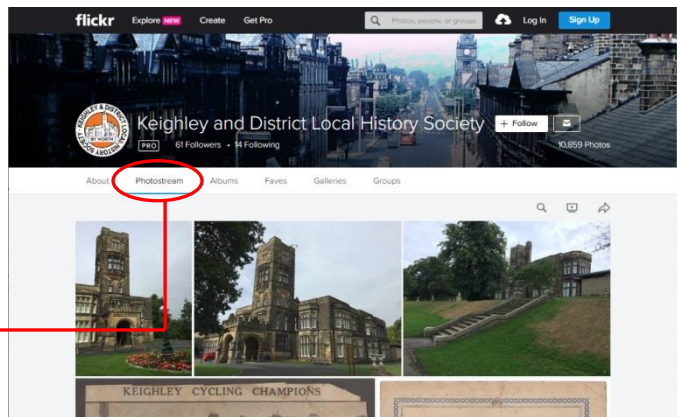
To **see the latest images** that have been added to the archive you can either…
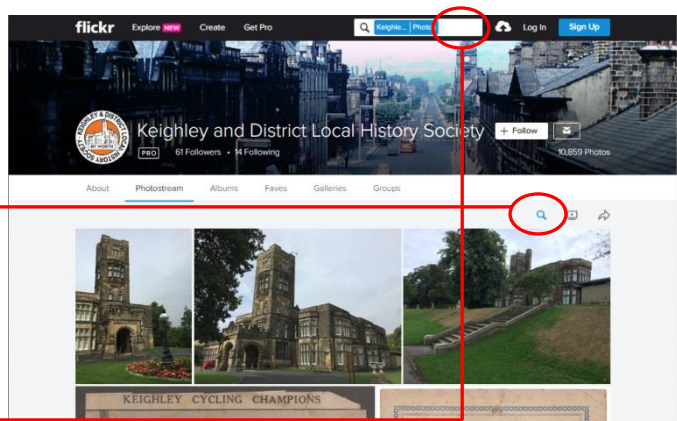
Type in:
www.flickr.com/photos/keighleyhistory/

or

From the Albums page click on **Photostream**.

SEARCH THE COLLECTION

To **search** the History Society's digital archive on Flickr, make sure you are on the Photostream page, then click on this **magnifying glass**.
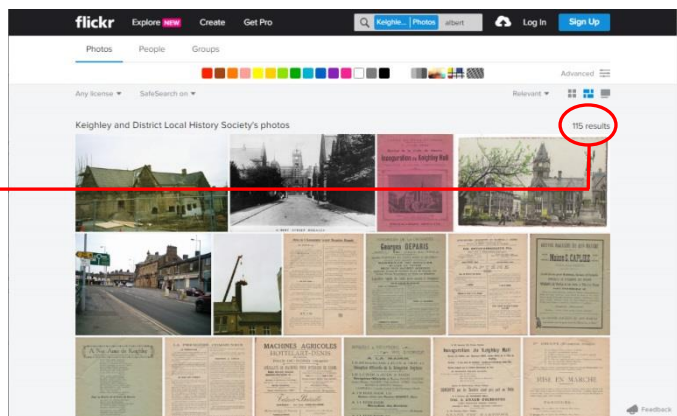
The Search box at the top of the page will now have a blue box that says
Keighley and District Local History Society | Photos

Type the word you want to search for in **this box** after the text highlighted in blue.

(NOTE: If you type a search word into this box without the blue text then it will search the whole of Flickr and not just the History Society images.)

The results page confirms that these are the images from Keighley and District Local History Society and tells you how many results.
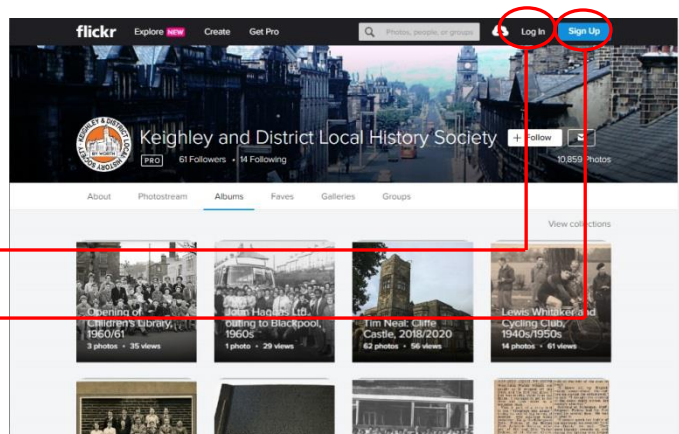
For example there were **115 results** when we searched for "albert". You can scroll up and down to see all the images.

LEAVE A COMMENT ON AN IMAGE

To leave a comment on a particular image you have to have joined Flickr.

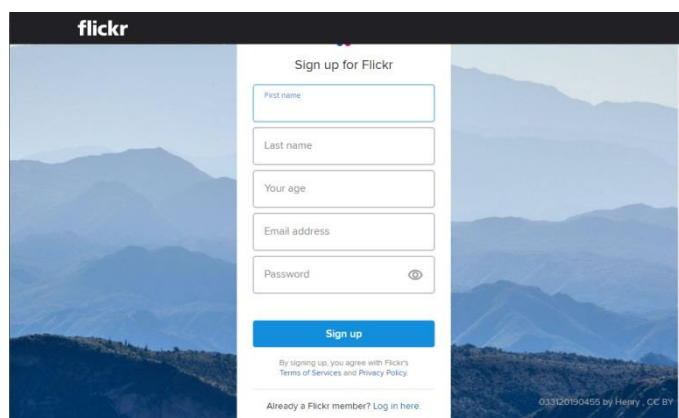If you are already a member you can just **Log In**.

To become a member you click on **Sign Up**.

You will be asked for your First Name, Last Name, Age, Email and to create a Password (which must be at least 12 characters long).

You can join for free with a <u>Free Account</u>. This allows you to leave comments and you can post up to 1,000 of your own photos in your own albums.
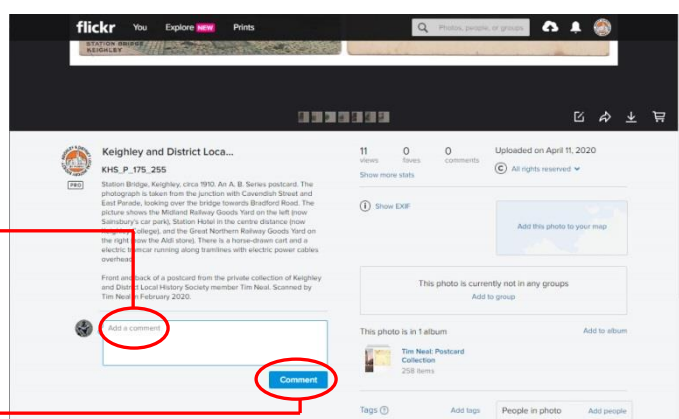
Or you can upgrade to a <u>Pro Account</u>, but **you do not need this** to comment on History Society images.

Once you are logged in you can look around the History Society images as we have already explained.

If you find an image you want to say something about, then scroll down until you can see the white comment box and click where it says **Add a comment**. (You will not see these Add a comment boxes unless you are a member and have signed in.)

When you have finished typing your comment click on the blue highlighted **Comment** box.

You may wish to add comments giving more information about an image, or letting us know a correction if you spot something wrong, or adding your own memories or knowledge about something in connection with the image. The History Society gets a notification for any comment left on one of our images. We can also reply to comments.

DONATING AN IMAGE

The History Society is always pleased to receive donations. If possible we prefer to borrow an original photograph or object (such as a postcard or booklet) so we can scan it to a high resolution. All photographs and objects would be returned to the owner unless the donor is donating them to the History Society.

If the photograph was taken by yourself, a friend or member of the family then we are very happy to receive it.

If you have an original copy of a photograph (like a work-related photograph, school photograph or newspaper photograph) then we are happy to take a copy although ideally we would like to be able to credit the photographer/company etc.

If the image is something like a postcard, newspaper cutting, booklet or advert then we are happy to use it where we can credit the original publisher or source.

What **we cannot use** are images collected from other websites or scans of photographs in books etc., especially where the source cannot be traced and appropriately credited.

You can bring items along to our monthly History Society meetings (see website or Facebook for details), or you can get in touch and we can arrange to meet at the Library in town. Alternatively if you have images on a CD-rom or memory stick we can take them that way. If emailing images please make sure the image is a large file/high resolution. Ask for details. **Get in touch via our website (www.keighleyhistory.org.uk) or Facebook (www.facebook.com/keighleyhistorysociety).**

Please provide as much information as you can with any image provided. We would want to name you as the donor alongside any image that we use.

We assume by donating an image that you are happy for it to be viewed by the general public on the History Society's Flickr archive.

Accepting an image does not mean the History Society is granted copyright of the image, but sometimes we use images from our digital archive on our website, on Facebook and other social media, in physical displays for public events like Keighley Show, and possibly in publications like the Keighley News. If you donate an image we will assume that you are happy for us to do this.