

## Granville Historical Room Historical Photo Digitization Project

The Granville Historical Room, located in the Public Library at the corner of Route 57 and Granby Road, is looking for your old Granville photos and documents!

### What is the Historical Room looking for?

Old pictures of people, places and events in Granville. "Old" means whatever you think is interesting and worth sharing. For example, pictures of the Blizzard of 1978. Or a family picture from 1878.

### What is the process?

1. Simply drop off up to 10 pictures during library hours. You will be asked to complete a short form describing each picture (when, where, who, etc.) and your photos will be placed in an envelope. The forms will also ask for your permission to add the images to the Historical Room's on line archives. You will be given a copy of the forms as a record of what you dropped off.
2. Digital images of the photos will be created in the Historical Room and posted on the Historical Room's on line collection.
3. You will be notified that your originals are ready to be picked up. You will then be able to download your digitized files from the Historical Room collection at <https://historicalroom.omeka.net/>
4. The process should take between 2 and 4 weeks depending on interest level.
5. If you have more than 10 pictures you can always drop off future batches. If things are slow we might be able to handle more than 10 per batch.

### Other Questions:

1. Is there any cost? No. This is a volunteer effort.
2. Will any picture be accepted? Usually. If a photo is similar to something already in the collection or has no particular relevance to Granville people, places or events it may be skipped.
3. Are digital images accepted? Yes. If you have images that are already in digital format or which you have digitized and are of high quality, they are welcome. Recent digital images should be of the type that will be of interest to Granville residents in the future; for example, the 4th of July parade, Harvest Fair, family reunions, etc.
4. How Are The Photos Safeguarded? Photos will not leave the library and will be kept in the Historical Room. The library and Historical Room cannot be responsible for loss or damage to your photos but all reasonable care and precautions will be exercised.
5. Can Photos Be Donated? Yes, if you wish to donate your original historical photos they are welcome.