Brown County Historical Society
Historical Photo Scan Day

Please email bchsarchivegroup@gmail.com
to verify date, time, and location

Please see other side
for other important considerations

The mission of the **Brown County Historical Society** is to preserve and be an advocate for the rich social, economic, and political history of our region, and to serve as a historical resource to the community. The purpose of the Society's **Digital Archive Project** is to document and preserve the images that portray this history and may be in danger of being lost forever.

The Society is interested in scanning images that document and contribute to the historical understanding or appreciation of the buildings, people, and customs in the cities and rural areas within the county. While images from all eras would be considered, older images (generally more than 50 years old) are less available and thus more valued. We welcome you to bring any image you feel may have some historic significance. The following categories are listed as possible images of interest:

- **Identifiable individuals** - people who visited, lived, or worked in the county, i.e. dignitaries and entertainers, politicians, Packers members

- **Gatherings** - i.e. celebrations, festivals, parades, grand openings, dedications, protests, concerts

- **Working Life** – i.e. agriculture, logging camps, paper making, food products, navigation …

- **Leisure activities or social customs** – i.e. picnics, ethnic groups, church groups, social clubs …

- **School life** - i.e. classroom photos, school activities, athletic events, school buildings ….

- **Sports Teams** – i.e. pro, semi-pro, and amateur baseball, football, hockey, basketball …

- **Scenic and aerial views** - urban, rural, and natural scenes (including streetscapes, bay/river views, …) and aerial photos that offer an historical perspective and context of a city, neighborhood, building, industrial complex …

- **Newsworthy events** - i.e. natural disasters (fires, tornados, and floods), accidents, crimes …

- **Local Businesses** – particularly where the business name, building, or advertising is identifiable.

- **Architecture and Design** - public and vernacular architectural styles and features (exteriors and interiors), ornamentation, decorations, furniture

- **Engineering, Infrastructure, and Construction** - bridges, structures, waterway works, railroad lines, power generators …

- **Transportation** - trains and trollies, cars and trucks, horse-drawn carriages and sleighs …

- **Documents** - Original letters, sketches, documents, pamphlets, or brochures that relate to people, events, or customs in the county.

Considerations Before Coming to a BCHS Scan Day Event:

1. To prevent backlog and to limit your wait time, we ask that you contact us ahead of time and reserve a time slot for us to scan your photos during the event. A phone number will be listed on the Event promo page.

2. Those submitting images to be scanned will retain the rights to their images, but will be asked to sign a consent form that outlines how Brown County Historical Society will use your images once they are added to the BCHS digital archive.

3. At the scanning event, you will be asked to provide descriptive information about your images, which will then be recorded with the scans. If there are people, buildings, locations, or other identifiable features depicted in your photos, or if you know when and by whom the photo was taken, it would be helpful if you could verify and write down those facts prior to bringing in your photos. It may be helpful to show the photos to other family members, jot down notes of these conversations, and bring those along with you.

4. If the photo(s) are held in an album with corner tabs, we ask you to remove the photo(s) prior to coming to the scanning event. If you are not comfortable doing this, we will do it for you, and while we will be as careful as we can, we can't be held responsible for any damage caused to your photos during this process. If photos are pasted in a photo album and the pages cannot be detached from album, we will try to lay the album flat on the scanning glass. If this doesn't provide an acceptable result, it might be necessary (with your permission) to peel the photo from the album page in order to scan it. If you are not comfortable with this, please bring this to our attention when you call ahead to make your appointment.

5. Depending on the number of donors, we may need to limit each donor to a maximum of 20 images to be scanned. If you have a greater number of significant images to scan, we suggest discussing with us in advance to arrange an alternative scanning session for your images.

6. If you would like to receive digital copies of your scanned photos, please bring your own thumb/flash drive, and we will copy the files to your drive for you.

7. We can accommodate photographs and documents of any size. The maximum negative size that we can accommodate is 8" x 10" (film or glass). If you have other items, such as 3D objects, larger 2D documents (maps, posters, manuscripts, larger photos, paintings …), or pre-recorded audio or video, please indicate that when you make your appointment.

8. Once your items are scanned, you will have the option of either having your items returned to you, or you may donate them to be archived under BCHS guidelines.

9. Once again, we will take the upmost care in handling your items during the scanning process, but BCHS cannot be held liable for any damages that may occur to your items during this event.