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## The Leicestershire Industrial History Society Members' Photographic Archive

The LIHS digital photographic archive is now up and running and needs  
**YOUR**  
photographs to add to the collection.

Please be assured that we only need to borrow your photographs. Once digital copies of your them are entered into the archive, your originals will be returned to you along with a copy of them all on CD or DVD for you to keep.

Your photographs can be in almost any format. We can handle prints up to A3; 35 mm slides; negatives of any size; even glass plates up to 6"square and can accept digital photos on CD/DVD; flash drive; camera card etc.

Clearly LIHS must be meticulous in its observance of Copyright law so it is essential that you own the Copyright of any photos you offer for the archive. If they are photographs that you have taken yourself, then, automatically, you are the copyright holder. If they are someone else's photographs, then LIHS will need their written and signed permission before we can use them. We will work with you to explain and assist with the necessary documentation.

The photographs **MUST** be relevant to the interests of the LIHS, i.e., Industrial History in Leicestershire but individual members' special interests will be taken into account if they are within the LIHS remit.

The archive will be a fully searchable database using a computer program called CyPics. This is a dedicated photo-storage program using Microsoft Access as its "backbone". It will be stored on the LIHS's own 1-Terabyte USB Hard Drive

You may specify what the LIHS may do with your photographs from just storing them in the archive, for viewing by Society members only, or

onward, through various degrees of distribution, ultimately to the possibility of selling and distributing via the internet for the benefit of LIHS. Whatever you decided, you will always retain the Copyright to your own pictures.

The archive will be run by member Keith Drury who would be pleased to hear from you if you'd like to offer some of your photographs. He'll also try to answer any queries you may have about the archive project.

Because of its detailed nature, the operation for entering of each photo into the archive is quite time-consuming, so please be patient. It could be a number of weeks after lending us your photographs before they would be searchable on the archive.

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**WE HOPE TO HEAR FROM YOU SOON !**