

Archives Bazaar Virtual History Keepers **Exhibit FAQ**

Below are several Frequently Asked Questions about this year's virtual History Keepers Exhibit for the 2021 Archives Bazaar:

Where do I submit items to the Exhibit?

You may submit items to the Exhibit here: <https://forms.gle/nMGrPtwtvRLK6Yqi6>

If you do not have a Gmail account, you can fill out this form: <https://forms.gle/gCWdfC7yr8G8xqLa7>

How many items can I submit to the Exhibit?

You may submit up to a maximum of three (3) items.

Can I submit all of my items together at the same time?

No. Each item must be submitted individually using the submission form.

Do the three items have to be thematically – or in any way – related to each other?

The three items do not need to be related to each other at all. They can each relate to a different story and in no way need to reference each other.

What types of items can we submit?

Digitized photographs, documents, ephemera, and objects are all eligible for submission. Videos and sound files under 5MB are also eligible.

What are the file size requirements?

Maximum allowable file size is 5MB. 2MB size or under is preferred.

Am I able to submit a file through the form without a Gmail address?

No. Unfortunately, you must have a Gmail account to submit in the form directly.

What if I do not have a Gmail account?

If you do not have a Gmail account, please provide a link to the file you wish to submit and send all the required information to Suzi Noruschat at noruscha@usc.edu. Please note that you may also use your LA as Subject Directory Profile Page to post images and generate links.

What if I am not an archive member of LA as Subject? Can I still submit items to the exhibit?

Yes. Please make your submission and note in the “Additional comments” section that you are not a member yet. Please note in the section if you have applied for membership or are considering or intend to apply for membership.

How do I know if my item is in copyright?

Please look at the resources listed below:

- Cornell's Copyright Information Center: <https://copyright.cornell.edu/>
- The Copyright Genie Tool: <https://librarycopyright.net/resources/genie/index.php>
- US Government Copyright site: <https://www.copyright.gov/>
- DPLA's Understanding Copyright video:
<https://www.youtube.com/watch?v=AurzAmj4SvM>
- Stanford's Copyright and Fair Use Site: <https://fairuse.stanford.edu/>
- Fair Use Evaluator Tool: <https://librarycopyright.net/resources/fairuse/index.php>

If you have a question that is not answered here please contact Alejandra Gaeta at agaeta@theautry.org or Suzi Noruschat at noruscha@usc.edu.