

Dear Parents and Guardians,

In the coming weeks, the library's **Culture in Transit** program will be coming to your student's school. This is an ongoing project that helps students become active participants in the effort to preserve New York City's history.

On that day we ask that students bring a piece of memorabilia that is meaningful to them and can help tell the story of their community.

PLEASE BRING:

- Photographs (family, scenery, etc.)
- Fliers (community events, celebrations, etc.)
- Documents (school, business, family)
- Anything that tells both your story and the story of Brooklyn

PLEASE DO NOT BRING:

- Audio files
- Video files
- Oversized items (over 8.5" x 11")
- Artifacts (jewelry, toys, etc.)
- Items from outside of Brooklyn

Your child will assist in creating a digital copy of their item using scanning equipment provided by Culture in Transit and you will receive a free digital copy of the image upon your request. A copy will also be uploaded to the Brooklyn Public Library's and the Digital Public Library of America's (DPLA) catalogs. The DPLA brings together America's libraries, archives, and museums, and makes them freely available to the world.

We believe that this is a great opportunity for our students to share their borough with the world. If you would like your child to participate please carefully read and fill out the attached consent and metadata forms. If you have any questions please don't hesitate to call or email me.

Best,

XXXX

XXXXX | Mobile Digitization Specialist
Culture in Transit

KEEP FOR YOUR RECORDS

CULTURE IN TRANSIT

Informed Consent and Copyright Permission for Images and Personal Documents

Student Name: _____

Parent/Guardian Name: _____

Mailing Address: _____

Phone: _____ **Email:** _____

I am at least eighteen years of age (if under eighteen, consent must be signed by parent) and I voluntarily agree to share my interviews, images, and personal documents with Culture in Transit.

I understand that the following items may be created from the items I share:

- promotional materials
- additional digital derivatives
- video clips
- social media posts

I understand that my items may be distributed to the public for educational purposes, including formats such as print, public programming, and the Internet.

I agree to freely share my items under the terms of a Creative Commons Attribution-Non Commercial-ShareAlike 3.0 Unported License. This means that I retain the copyright to my material, but the public may freely copy, modify, and share these items for noncommercial purposes under the same terms, if they include the original source information. I understand that the items I share will also appear on the Digital Public Library of America (DPLA).

Further, I agree to hold the Brooklyn Public Library, its affiliates and branches harmless against any claim, action, loss, damage or alleged infringement of any copyright, trademark, or other third party property rights, caused by or arising from the publication, exhibition or telecast of my personal documents furnished to the Library.

I understand that I shall receive no compensation for the material I share. In return, Culture in Transit agrees to provide one free copy of the scanned items at the time of digitization.

By signing below I grant permission.

Student Signature

Date

Parent/Guardian Signature

Date

KEEP FOR YOUR RECORDS