



## Europeana Sport - Ireland's Stories

[Europeana's](#) season for summer 2020 explores how [sport shapes our sense of self and our sense of Europe](#), through a variety of remarkable cultural heritage objects that showcase the geographic and cultural diversity of Europe.

In partnership with museums, galleries, libraries and archives across Europe, Europeana invites you to share your story about what sport means to you as an integral part of our cultural heritage.

Digital Repository of Ireland, Europeana's national aggregator for Ireland, and six partners - EPIC The Irish Emigration Museum, European Expo2020, Hunt Museum, University of Limerick Conference & Sports Campus and Fethard Horse Country Experience (FHCE) - will run an online campaign inviting people across Ireland and beyond to share their sporting memories.

We are looking for more partners to increase the speed, breadth of sports represented and numbers of contributions to the project. Therefore we are asking Cultural Heritage Institutes, National Governing



Bodies of Sports and other organisations involved in Irish sports to publicise the campaign with their communities, through social media and other contacts.

We have brought together all the guidelines for recording stories, digitising objects and submitting material to Europeana in this document.

## Get Involved

### I have an Irish Sport Story, how do I contribute?

- Read the section on Photography Tips for Submitting Your Object then submit it and your story on <https://contribute.europeana.eu/sport>

Or

- Contact your NGB, Sports Organisation or participating Cultural Heritage Institute to see if they have volunteers who can help you capture your story

### I represent an NGB / Sports Organisation / Cultural Heritage Institute, how do I contribute?

We are looking for volunteers from organisations around the country with a link to sports to reach out to people to help them digitise their sports memorabilia and capture their stories. See the section on interview guidelines for more detail on how to go about this. This is the perfect chance to connect with our cocooning older community members and help them submit their sports stories!

If you want to get involved, contact us using this form <https://tinyurl.com/IrelandSportingStories>



# Photography Tips for Submitting Your Object

1. Don't clean your object! We want dust, we want wear, we want objects that have lived a life.
2. Photograph your object using a plain uncluttered background. If you do not have a plain wall to photograph against, place a solid colour card / piece of paper behind the object.
3. Turn off the flash and use natural light if possible.
4. Use a tripod or rest your camera / phone on something to avoid shake and blur.
5. Fill the frame with the object.
6. Take multiple photographs at different angles to highlight important details.

If your object is a photograph / printed material and you have access to a scanner, use that instead of taking a photograph for best results.

## Guidelines for conducting interviews

### Creating a visitors story

A story is created for each contributor and published on Europeana using the web-based submission form:

- Europeana Sport: <https://contribute.europeana.eu/sport/new>

**Note:** Where the contributor is not submitting the story directly to Europeana via the web form, they **MUST** agree to the Europeana terms & conditions. Make sure they have read and understood them and signed the form.

- Europeana Consent Form:  
[https://docs.google.com/document/d/171cgZDAE6f9hbQ9coZrjSbW7h27y\\_YP\\_VdYjmzYSknpc/edit](https://docs.google.com/document/d/171cgZDAE6f9hbQ9coZrjSbW7h27y_YP_VdYjmzYSknpc/edit)

To record the information, the web-based submission form has four sections that can be used for different kinds of information:



1. About you (= about the contributor)
2. Your story (= the contributor's story)
3. What, where and who is the story about
4. Add your object and object information

Please write the story as the visitor speaks it to you - in the first person (e.g. "This trophy reminds me of..." and "I played hockey when I was younger...").

## Object information

In addition to the story told by the contributor, the interviewer records some information about the object(s) that the contributor provides, and notes any connection to the story. In case of more than one object, the interviewer agrees with the contributor which objects will be used.

Europeana generally prefers stories to be written, as this makes searching for and finding them much easier. Audio can be added to the Europeana Contribute form, with a maximum file size of 50MB. Most video files will be much larger.

How you contact the participant may be dependent on the technology and tools to which they have access (e.g. some may not use Skype). You should also consider using tools which do not require the participant to download additional software. Online conference call platforms such as Google Hangouts, GoToMeeting and Zoom allow you to record calls for future reference, and may be useful for this purpose.

If you decide to record the conversation:

- Please ensure that the participant is fully aware that you are recording them and for what purpose (e.g. note-taking, sharing the recording online) and that the participant agrees with this.
- When arranging the call / appointment with the participant, send a link to the terms and conditions to them so they can view in advance and are aware of what they are agreeing to. The terms and conditions are available at this link:

<https://www.europeana.eu/en/rights/terms-for-user-contributions>



- Make sure there is a quiet environment (on both sides of the call)
- For interviewing in English, we have found [Otter.ai](https://otter.ai) very useful as it transcribes conversations - other options are available too. You can also upload existing recordings to that tool.

## Examples of sport themes/questions for interviews

- Is there an object you associate with your experiences of sport?
- Share your memories of being part of a sport club
- Did you play sports at school? Tell us your experiences
- Is sport part of your job? How?
- Do you play in any team sports? Tell us about your experiences
- Are you a supporter of a team or a sports person? What have you done to show your support?
- How has taking part in sport - either directly or as a supporter - influenced your life?
- Did you take part in a sporting event? How was that?
- Did you attend a sporting event? Share your memories and experiences
- Tell us about a day or event that was significant and memorable for you.
- How is sport part of your identity?
- Do you have superstitions or traditions that relate to taking part in sport?

## Choosing a rights statement

When submitting an object or story, colleagues and volunteers can add one of 14 licenses / rights statements to an object. In the drop-down menu, these are listed by URLs - a short explanation of these is below.



We advise that you choose one of the following four:

**NB:** Europeana staff will check all records before publishing and can make amendments if necessary

- **Public Domain** - when the object is very old (140 years or older) or issued by a government,  
<http://creativecommons.org/publicdomain/mark/1.0/>
- **CC BY-SA** - choose this when the visitor created this object, or has permission from the person who created it to share it (e.g. a family photo made by a close family member)  
<http://creativecommons.org/licenses/by-sa/4.0/>
- **IN COPYRIGHT** - choose this if it is a copyrighted work (a book, record, music, artwork, modern piece of equipment, a branded product. You could also choose this in case of an artistic work by a creator who is sharing their work with us and wants to retain copyright.)  
<http://rightsstatements.org/vocab/InC/1.0/>
- **COPYRIGHT NOT EVALUATED** - choose this if you are unsure the copyright status. Europeana colleagues may be able to advise or may also retain this license.  
<http://rightsstatements.org/vocab/CNE/1.0/>

There are other options available, but in practice, we do not recommend using those unless dictated by specific circumstances.

