

Aberdeen City & Aberdeenshire

A R C H I V E S

COVID-19 Diaries: Guidance

Thank you for considering depositing your COVID-19 diary with Aberdeen City and Aberdeenshire Archives. It will be an important historical source for people studying the pandemic in the future, providing personal reflections on how this event impacted and changed the lives of those living in Aberdeen City and Aberdeenshire.

Formats

We welcome both hard copy diaries and digital deposits, including Word files, PDF files, JPEG images and TIFF images. Sound and video files will also be accepted, although we may need to discuss the process of depositing these in more detail.

Diaries recording the post-lockdown period will also be welcome. We are happy to accept these at a later date should you wish to continue your diary for a longer period and capture other aspects of the pandemic, such as returning to work.

If you would prefer to donate a surrogate (copy) of your diary, this is another option.

Cataloguing

Records will be catalogued and described on our online catalogue, in line with national cataloguing standards. This can be a time-consuming process, particularly if we receive a large quantity of material, so entries for your items may not appear online immediately.

During these processes we will take any measures necessary to preserve the deposit. This may involve repackaging items using archival materials.

Donation & Copyright

We prefer that you donate your material, rather than it being a loan. We will ask you to complete a deposit form to confirm this transfer and to specify whether you are gifting it to the City or Shire Council.

We will also ask you to assign copyright of this work with the Archives so that we can use records for a variety of important purposes including research, education and outreach, promotion, publication and broadcast. This will not affect any closure restrictions associated with the donation.

Privacy

Your diary will become part of the Aberdeen City and Aberdeenshire Archives collections and made available to researchers of all kinds. If you would like to restrict access to your diary for a set time period, this can be specified on the deposit form.

The deposit form will also ask for some personal details about yourself and your household to provide useful contextual information to your material. Some of this information will be included in the catalogue. If you would like to restrict access to this information for a set time period, this can be specified on the deposit form.

Data Protection

Access restrictions may need to be placed on some records for a designated period in accordance with UK Data Protection law. If your diary includes personal data or sensitive information about somebody other than yourself, and it is not possible to gain their consent for use of this information, we may need to close the diary for the lifetime of that individual.

Contact Details

archives@aberdeencity.gov.uk

Please get in touch if you if you would like to deposit your COVID-19 diary. We are happy to discuss the process or answer any questions you have.

We will only be able to accept hard copy diaries at Old Aberdeen House after the lockdown period is over. Please make an appointment to do so.