



# Cataloguing Guidelines

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*These guidelines are to help you describe your items as fully as possible. Please take time to read through them so that everyone visiting the site can enjoy your items.*

**Title:** This should answer who, what, where, when about the item. Try to make it as descriptive as possible so that other users can find it easily.

**Description:** Fill in any other details that you know about the item. Include the names of people in a photograph if you know them and where they are in the picture e.g. from left to right.

**Approximate Date:** Enter the date the item was created to the best of your knowledge. You can include a month if you have that much detail but don't worry if you don't.

**Location:** Please enter any placenames such as the town/village which are relevant to the item, in most cases this will include Dolgellau. Enter unknown if applicable.

**County:** Please choose which county is most relevant to the item, e.g. Merioneth.

## Copyright

Please fill in this section as accurately as you can. Copyright gives the owner rights over the use of the item. Please read the copyright guidelines for more information.

**Creator:** A photograph's creator is the person who took it and a text's creator is its author. If your image is a picture of written document such as a diary, please enter the name of the person who created the hard copy document. If you don't know who the creator is – enter unknown, please do not leave it blank. Refer to the copyright guidelines [LINK] for more information.

**Owner (if different):** Include the name of the copyright holder of the item if it is different from the creator. See copyright guidelines.

**Theme:** Check the theme(s) which you think fit best. If you like you can select more

than one by holding down either the Ctrl or the Command key.

**Tags:** Please enter any keywords which relate to the item, e.g. for a photograph showing a group at a picnic at the seaside, the tags could be: picnic, seaside.