

A HISTORY OF THE WORLD



A History of the World is creating a virtual museum of objects that tell a history of our world. These objects will be published on the website at <http://www.bbc.co.uk/ahistoryoftheworld>

Adding objects to A History of the World at an Event

Register in advance

Before your event, register on the site. Do this by going to <http://www.bbc.co.uk/ahistoryoftheworld> and clicking on Register in the top right hand corner

Follow the instructions. Create a username and password, and add an email. Don't forget your details as you will need them each time you log in.

Choose a Screen Name that reflects the event – eg **Bristol Museum Events**. This registration can be used at each event you run.

Before you add the object to the site ...

When you are ready to upload an object, you will need a photograph of the object on your computer. The photograph can be taken with any digital camera or mobile phone. It should be no more than 3MB. You will also need some information about the object – where it came from, what its historical story is and how the owner came to own it.

Remember to tell the contributor that you are adding their content to the BBC's website to make sure they're happy with this. This means the BBC has the right to publish this on their sites and share it with trusted partners. Check that they own the object, that it has been acquired by legal means and if acquired from the land, has been reported to the Portable Antiquities Scheme. See more rules below or at:

<http://www.bbc.co.uk/ahistoryoftheworld/about/rules/>

When you're ready to start uploading ...

Sign in using the link in the top right hand corner and the login and password you chose. Click on the yellow Add Your Object button in the banner.

Follow the instructions on the form – give the object a descriptive title, and add as much information as you can, such as where the object came from, when it was made, what it is made of, what type of object it is, its colour etc. Remember to include the contributor's name – in the title or the description.

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When you are ready, click on Submit at the bottom of the page. Your content will appear on the site when it has been checked by a moderator. This should take between 1-3 hours, depending how busy the site is.

Come back to the site

If you cannot upload all the objects at your event, you can use the accompanying form to gather information about the objects [don't forget to take a photograph too!], and upload them after the event.

You can come back at any time to edit the object descriptions, add a comment or upload more objects. Have Fun!

Join the project

Link to the objects you have added to the site and show visitors to the site that you are part of A History of the World by adding a badge to your site. You can find that here:

<http://www.bbc.co.uk/ahistoryoftheworld/get-involved/badges-widgets/>

Find information on adding content to the site, forms for events and how other organisations can get involved at:

<http://www.bbc.co.uk/ahistoryoftheworld/get-involved/>

Thank you for taking part in A History of the World

Please note the BBC terms:

Contributors give the BBC the right to publish the content

They retain copyright of your content

They give the BBC the right to share your content with trusted third parties

Find more at: www.bbc.co.uk/terms

Objects added to the website must be owned by the contributor.

- Objects must be man-made - i.e. no animals, no people, no fossils, etc.
- Objects should have a wider historical significance than simply a personal connection. Avoid adding family photos, diaries, letters or postcards, unless the object itself has a historical story - e.g. the letter was posted from the Titanic.
- Photos of the object must not break any copyrights - i.e. you cannot upload a reproduction of a painting, or other work of art without the artist's permission.
- All contributors must be over 16-years old. If you are under 16, ask a parent or teacher to register and add your object for you.
- Objects must have been acquired by legal means and the owner must be lawfully entitled to keep them. Objects must not have been looted or taken from archaeological sites, or received through illegal export or import.
- Objects recovered from land in the UK may be added to the website only if they have been lawfully reported as treasure under the [Treasure Act 1996](#), or they have been reported to the local finds liaison officer under the [Portable Antiquities Scheme](#).
- Fakes or forgeries are only allowed where they are clearly identified as such in the accompanying text.

- The website cannot be used to help advertise any goods for sale.
- All contributions must be written in English.