

## Contributions Guidelines

### STORIES

Stories are text contributions that can be about people, places, events or organisations. They may be recollections, research or articles. To add extra detail to your story, you may want to link it to an image, archive (document), oral history or a map. We recommend you start with your story first and, once it's finished, upload your images etc. and then make a link. We'll explain how to do this in the following sections.

You can start contributing your story at the link below. The first thing you'll need to do is choose whether your story is about a person, a place, an event or an organisation. Once you've chosen the type of story, you'll need to give it a title, describe its copyright status, and click the "tell a few more details" box. If you have already written your story in Microsoft Word, or similar, you might want to open that document now, so you're ready to copy and paste the text.

[Click here](#) to contribute a story.

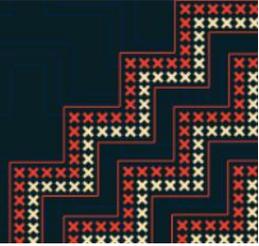
### ARCHIVES

Archive contributions include things like letters, diaries, minutes, or unpublished research papers. You can only upload documents you have created yourself, or are out of copyright. Documents created before 1944 are usually out of copyright in New Zealand. But this is not the whole story. If you're unsure, [this guide](#) might help.

You can start contributing your document at the link below. The first thing you'll need to do is give it a title, describe its copyright status, and then click the "tell a few more details" box. If you have created a story you would like the document to link to, you can use one of the following fields to make this link: person, place, event or organisation. Simply copy the title of your story and paste it into the relevant field. For example, if your story is about a person, paste the title into the person field.

Copies of physical documents need to meet a minimum standard. This means small thumbnails are not really suitable and may be declined if uploaded. At a minimum, we need copies to have 3000 pixels along the longest edge. Archives come in many shapes and sizes, so it's difficult to offer guidelines for everything you may want to contribute. The information below focuses on a few examples. If these do not match your needs, just contact us for further support.

Typescript on plain white paper can be scanned at 300 pid/dpi. It is best to save your files in PDF format, and if there is more than one page, scan and save the archive as a multi-page pdf. For very large archives, please contact us and we'll advise the best way to capture it. Handwritten documents we recommend you scan at 600 pid/dpi, and as above, save as a multi-page PDF. It's actually quite difficult to capture an archive well with a camera. However, if this is your only option:



- use a good quality camera set on its highest quality;
- photograph in bright even light and;
- make sure your camera is squarely capturing the archive, so as to avoid distortion. Doing this with a tripod facing downward might be a good idea.

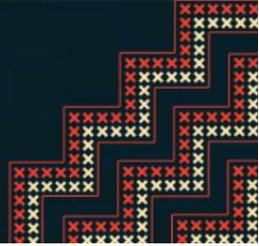
[Click here](#) to contribute a document.

## IMAGES

Images might be photographs you have taken or works of art you have created. They may also be images that someone else created that are no longer in copyright. In New Zealand, photographs taken in 1943, or earlier, are usually out of copyright. But this is not the whole story. If you're unsure, you can use the guide at [Digital New Zealand](#).

You can start contributing your image using the link at the end of this section below. The first thing you'll need to do is give it a title, describe its copyright status, and then click the "tell us a few extra details" box. If you have created a story you would like the image to link to, you can use one of the following fields to make this link: person, place, event or organisation. Simply copy the title of your story and paste it into the relevant field. For example, if your story is about a person, paste the title into the person field.

Images contributed to Pae Korokī need to meet a minimum standard. This means small thumbnails are not suitable and may be declined if uploaded. The good news is a modern phone or camera will take great photos if you set it at its highest quality, or close to it. At a minimum we need images to have 3000 pixels along the longest edge. If you're scanning a photograph (or slide or negative), use the table below as a rule of thumb.



Type	Requirements
For negatives	Set the scanner to scan at 2400ppi/dpi or higher
For a typical 6 x 4 inch photograph or larger	Set the scanner at 400 ppi/dpi (minimum) or 600 ppi/dpi (preferred)
For smaller images	Estimate a ppi/dpi using the two settings above, as much as 2400ppi/dpi for something the size of a negative, down to 400 or 600 ppi/dpi, for something the size of a “normal” photograph

For more detailed guidance, see [Digital New Zealand's advice](#).

[Click here](#) to contribute an image.

## MAPS

If you have an interesting historic map you think would be a good addition to Pae Korokī, contact us at: [research@tauranga.govt.nz](mailto:research@tauranga.govt.nz).

## AUDIO VISUALS

Through this page, you have the option to upload two types of content:

- Audio recordings.
- Film recordings.

We are particularly interested in oral histories but are also keen to receive historic recordings or material related to the history of this region. This content can be submitted using the link below and will be considered by our Heritage and Research team before being made public. It is very likely we will contact you with further questions, because there may be copyright, privacy and ethical issues to be discussed first.

Producing oral histories can be quite involved, so here is some more-specific guidance:

We are happy to receive both “official oral histories”, made with professional equipment, and less formal recordings created using consumer-grade devices.

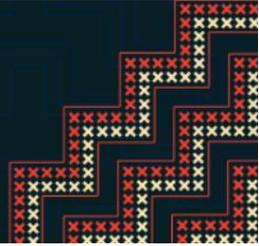
When recording, consider the following:

- Use a microphone for both parties if possible.
- Record in as quiet a setting as possible.
- Begin by introducing all parties, the setting and verbally stating the recording is intended for public hearing online.
- Set your recording device to record Wav files at 48/24 bit if possible. Otherwise, choose an MP3 setting with a bit rate of 320 bits/sec or as close to that as possible.
- Submitting your recording with a signed agreement form is recommended: <http://www.oralhistory.org.nz/index.php/resources/>

[Click here](#) to read further guidelines on how to professionally make oral histories.

If you have recordings on tape, contact us and we will advise on how you can make these digital.

[Click here](#) to contribute an audio or film file.



### FURTHER ASSISTANCE

If you require assistance, please check the other online guides on Pae Korokī or contact Te Ao Mārama ki Te Papa Tauranga City Library:

Email: [Research@tauranga.govt.nz](mailto:Research@tauranga.govt.nz)

Phone: 07 577 7177