

## THE REME MUSEUM'S GALLERY PAGE

### Introduction

The intention of this document is to explain the purpose of the Museum's website's Gallery page.

Many of those who have visited the Museum's website have asked us to provide them with a means to upload and share images relating to the activities of the Corps since it was founded in 1942. The Gallery page allows our users to do just that, and this document explains how to upload an image and the terms and conditions of doing so.

The REME Museum's Gallery page is separate to the Museum's rememuseum.photos site. That website allows visitors to engage with the Museum's photographic collections, whereas the Gallery page is driven by user content.

### Terms and conditions

The express purpose of the Gallery page is purely for information and entertainment. It is provided solely as a means of meeting an identified need within our community of virtual visitors, and thereby enhancing the experience of other members of our audience.

Although the Museum's intention is to take a very "light touch" and "hands off" approach to the management of the Gallery page, users should be aware that any images submitted for upload will be vetted by Museum staff before being posted on the page, as will any explanatory text you would like to accompany the image. By submitting an image and text for upload, you grant the Museum the absolute right to withhold the publication of any images or text we deem may bring the Corps' reputation into disrepute. You also acknowledge and accept the following.

- Our decision in the matter of any disputed images is final.
- We are under no obligation to provide you with an explanation for our decision.
- There is no right of appeal and no appeals process.
- Any of the images you post may be taken down at a later date if we receive a request to do so that we deem to be justifiable. This includes, but is certainly not limited to, a request from someone who appears in the photograph and who wishes to remain private.

The copyright of any images uploaded to the Gallery page will remain with the current copyright holder. For the avoidance of doubt, the Museum is not seeking the copyright of any of the images posted on the Gallery page; no such transfer of copyright to the Museum is sought or implied.

By posting to the Gallery page, you indemnify the Museum against any copyright or rights-related contraventions stemming from the images you post to the site.

The Museum will not vet the copyright status or any other related rights of any of the images uploaded to the Gallery page. Sharing images via the Gallery page is absolutely at the poster's own risk.

You should understand that the Museum will not control access to or prevent the use of any of the images posted on the Gallery page. In other words, the Museum will not prevent a visitor to our site copying an image as it appears on the Gallery page and using it for their own purposes.

The Museum will not apply a watermark to the images before they are posted to the Gallery page, but you may decide to do so as a means of protecting the image if you so wish. Equally, we will not remove a watermark if one has been applied to the image prior to it being uploaded.

The Museum will not seek any personal data from you that would allow you to be defined as an “identifiable individual” in terms of the 2018 Data Protection Act. This does not preclude you from including this kind of information in the text accompanying the image (your service number or the unit with which you served, for example), but doing so will be your choice. It is not required by the Museum.

*If you are unable to accept any or all of these terms and conditions, then we respectfully suggest it may be best for you not to post any images on the Gallery page.*

### How to submit a photo

**Before submitting a photo**, you will need to ensure that it is in a compatible format (JPEG or PNG) and of an appropriate size. We recommend using a landscape photograph rather than portrait as it will be automatically formatted to fit the webpage. For best results use an image size of 1600 x 560 in order to avoid unintentional cropping.

Required fields are marked on the submission form. You are not required to provide any extra information if you do not wish.

*Note: the submission form will make mention of a ‘blog post’. This is due to the set-up of our website. Your submission should be of a photograph and short description. We ask that you do not treat the description box as a place to write blog-style content. If you do, your submission may not be approved or cut down accordingly.*

1. Go to the Submit a photo page in the dropdown menu in the website navigation bar, or use the link to the form provided on the View Gallery page.
2. Create a title for your photo – it may already have one or make up your own.
3. In the Overview box, you may add a short description (up to 20 words) explaining what the photo shows.
4. The Post content box is essentially a description box. You should repeat your Overview and may expand on it if you wish, but try to keep it to a short description of the photograph (up to 60 words total). If you wish you can include names of persons and places, but be respectful of any wishes to not be identified.
5. Add your photo under the Multimedia option.
6. Including a video is not necessary. You can add a link to a YouTube or Vimeo video, but only if it is relevant to the context of your photo and you have the right to share. We do not yet have the capability to upload video footage that is not already accessible on the internet.
7. You may tag your submission if you would like, but it is not necessary.
8. Press submit! Your submission will not be available for viewing immediately as it will need to be approved by our staff. Once it has been approved it will be available for all to see on the View Gallery page.

The next page shows a visual instruction of how to fill out the submission form.

Click on 'Submit a photo'  
under 'Gallery'

Gallery > Submit a photo

## Gallery

Take a look at photographs connected to REME service personnel and history. [Submit your own photograph](#) using the form provided. Please see our [Terms and Conditions](#) for usage of this page and for help with how to upload content.

Note: this page is for user content only. Photographs from our collection can be found on our separate [Photos Website](#).

Your post will be added to: **Gallery**

Text

Give it a title

Title for my blog post *(required)*

Overview

*Please add a brief summary describing what your post is about*

Post content

Multimedia

CLICK OR JUST DRAG AND DROP A PHOTO HERE

Please upload a great picture for the top of your page. The ideal size is 1600 x 560

Add a video

Please enter a YouTube or Vimeo address

Tags

What topics does your page cover? **(optional tags)**

ADD

Comments

Notify me when someone comments on this post

SUBMIT YOUR BLOG POST

Press submit!

Once you have submitted your photo you will be asked to verify your email address. We cannot approve your submission until you do so. Please ensure you check your spam/junk folder.