

## Mercy International Association COVID-19 Archival Collection

An invitation is extended to submit any files, videos, images that may be suitable for the Mercy International Association Digital Collection on how **Mercy has been impacted and has responded across the world to COVID-19.**

While these may be formal documents from Mercy organisations, the Collection is also a place for prose, poetry, drawing, scrapbooking, photography, audio/video and other accounts of day-to-day life. The memories and experiences we have at this time are an important part of our story.

The most useful archival collections have substantial cataloguing information for each item to enable a range of searches. For archival purposes, completing the answers to as many of the questions below as possible for each submission (or group of submissions if they have similar data) is ideal to enable MIA to develop a useful catalogue.

Title of submission:	
Creator: (e.g. author, photographer...)	
Description: (as much detail as you like)	
Person/Organisation contributing this item:	
Type: (video, letter, image...)	
Original composition date: e.g. 12 Mar 2020	
Language: e.g. English	
Where original is held: (if relating to a physical item e.g. Aotearoa NZ SOM Archives or a url)	
Place of origin: e.g. Dublin, Ireland	
Notes: (please indicate here if you do not wish your submission to be available to the public on the website or any other notes)	

Archivists are welcome to submit the information above in an Excel workbook or other spreadsheet if they have multiple items to describe

A Submission Agreement must be completed by each person/organisation making a submission.

## Mercy International Association COVID-19 Archival Collection Submission Agreement

I understand that in making any submission to the Mercyworld COVID-19 archival collection, I am assigning Mercy International Association the right to store the items submitted and make them available for archival, informational and inspirational purposes through a website.

I confirm that, to the best of my knowledge, I am submitting items that I control the copyright access to and I grant Mercy International Association a nonexclusive royalty free right to authorise all uses of these materials for archival, informational and inspirational purposes subject to a Creative Commons or other similar attribution.

I acknowledge that the original creator of the work, or their organisation, retains copyright of the item. Any requests to use an item for non-archival purposes will be forwarded to the person/organisation who submitted the item.

I give consent to Mercy International Association to digitally reformat the collection and to migrate existing digital content to new technical environments as appropriate for preservation and/or access.

Mercy International Association retains the right to exclude any items submitted in the collection should they not be directly related to Mercy, if storage is at capacity, or any other reason. Originals of submissions may be retained (and included in local archival collections) by the person/organisation submitting them.

Name: \_\_\_\_\_

Organisation: \_\_\_\_\_

Position: \_\_\_\_\_

Contact email: \_\_\_\_\_

Please send all submissions to Anna Nicholls on [heritage@mercyinternational.ie](mailto:heritage@mercyinternational.ie)