

## If you can provide pictures to us...

There are two ways of action, if you can provide photos/picture postcards/drawings/maps/reports.

- 1) You send us your original copies and leave them with us for a limited time, so we can reproduce them. Use the postal address:

Dr. Manfred Schwarz  
Am Schützenplatz 5  
38459 Bahrdorf

- 2) You scan your original copies yourself and send the scans by email.

Please note:

1. All picture scans should have a resolution of 1200 dpi, which should result in a picture size of at least 4500 x 3000 pixels. The frame of the picture should be included completely. It is always better to scan a bigger region than the mere picture than to lose some information.

Text pages or maps might be scanned with 400 dpi only.

2. The scans should be generated in RGB-mode and saved in JPEG-format.
3. You can put the picture files on CD/DVD and send them via normal mail, if you have a bigger amount of data. Or you send them via email to the below address. Please don't send more than 9MB per one email. If you need to send bigger amounts via email, we can send you a different email address on request.

[manfred.schwarz@bildarchiv-ostpreussen.de](mailto:manfred.schwarz@bildarchiv-ostpreussen.de)

For the characterization we need the following information as far as it's known:

- Title of the picture (with additional information if applicable)
- Town, county
- Street, street number
- The picture was exposed around the years            to            . On picture postcards use the date of the postmark.
- What is the origin of the picture (source, place of finding, where can this picture be ordered)?
- Photographer/author, publisher (copyright-owner)
- Description of the location of the picture object and of the viewing direction of the photographer. For this you can find general maps and town maps at [www.bildarchiv-ostpreussen.de](http://www.bildarchiv-ostpreussen.de) . On request, we can also send you these maps via email..

When sending us the pictorial material, you give us the permission to use them in the context of the Picture Library East Prussia including the option to order this picture material by third parties and more. Please note somewhere, if we are allowed to use your contact data as a source of reference. Without this revocable permission from you we won't publish your contact data.

When sending the pictures to us, you attest to own all rights regarding the use of the pictures on [www.bildarchiv-ostpreussen.de](http://www.bildarchiv-ostpreussen.de) . You further assure that the use on our project does not violate any third party rights.

We thank you for your cooperation!

By archiving the picture material it will be kept for future generations to come.

If you know of any unused sources of picture material, we would be grateful if you tell us.