



Fourth Ward
Flooded, c. 1912

Donate Your 2017 Flood Event Photos to the Midland County Historical Society Archives



March 22, 1975

Did you take photos of the historic June 23-26, 2017 flood event in Midland County? We want your photos for the archives! We will accept photos **as digital images and/or prints, please follow the detailed instructions below for ways to donate your photos.** We are asking you to take some time to review and organize your photos before you donate them to the archives.

Key criteria for donating your photos:

- The donor must be the photographer or acting on the photographers behalf.
- We are seeking photos from all of Midland County, not just the city.
- If you have photos of other flood events in Midland County, please contact us.

Please follow the instructions below:

How to Donate:

- 1) Fill out the included donation form.
- 2) Review your photos to select the best images to include in the archives, please be sure to **exclude** duplicate shots.
- 3) Create a document with a list of your photos that includes **descriptions or captions** for each photo, you can rename the files or leave them as is, most cameras create a date/time stamp for the photos that will be useful identifying when the photo was taken.
 - a. Include the vital information: **Who, What, Where, When.** If there are people in the photo identify them if possible, describe **where the photo was taken** (even if this seems obvious to you those processing the photos into the archives may not easily identify a location or view), **when was the photo taken**; this is especially important as this flood event occurred over several days. **What is the photo of**, again this may seem obvious, but if the photo is of flood damage after the water receded that is different than if the photo shows the flood levels at their highest in a location.



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- b. The descriptive information you provide will help our staff and volunteers process the photos into the archives faster and with greater descriptive accuracy. **A few minutes of your time providing these details will save volunteers and staff hours/days/months of work.**
- 4) **If providing digital copies**: save your photos and descriptive list to a CD or Flash Drive, **we will not accept photos via social media or E-mail.**
 - 5) **If providing prints**: Create a descriptive list of your photos, number your photos to correlate with your list.
 - 6) Drop Off: Place or donation, **with the completed donor form**, in an envelope with your name on the front, and bring to the Midland County Historical Society located at 3417 West Main Street, M-F 8:30-5pm.
- Mail:
- MCHS Archives
Midland Center for the Arts
1801 W. St. Andrews Rd
Midland, MI 48640
- 7) Questions: Contact MCHS Archivist Crystal Laudeman, Laudeman@midlandcenter.org or call: 989-631-5930 x1310



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Donor Form

Date: _____

Name: _____

Address: _____

Home Phone # _____ Cell Phone # _____

E-mail: _____

Photographer: _____

Quantity of Photographs: _____