

## **COVID-19 in Harrow #COVIDINHARROW**

### **Why are doing this?**

- To capture Harrow's lived experiences and stories on the pandemic as it evolves for future preservation
- To strengthen our own collections
- To increase our relevance and profile to the people of Harrow, now and in the future
- To reach out to new audiences
- To help with the healing process by allowing us to process what has happened, acknowledge the human costs, and understand how it has affected the people and places in Harrow
- To create a platform to allow the people of Harrow to share their story with us

### **What do we want to collect?**

- Material that provides insights into the people and places of Harrow affected by Coronavirus in the form of digital and physical material, collected over the next few months.
  - From now until the end of July: Digital material: online blog posts, newspaper and magazine articles, social media posts, photographs, sound works, digital artworks (or scanned/photographed physical artworks), emails and video works.
  - After a second call of objects post-July, we will collect physical material including: newspaper and magazine articles, posters, banners, letters, hand-written signs/notes, preventative measures and artworks. Please collect these with a view of us being in touch with you later.
- We want to hear about YOU:
  - How Coronavirus has affected you, your friends and/or family?
  - How you felt when the news first broke out when the virus hit the UK, especially Harrow?

- How you feel now during the lock-down phase?
- What activities you are doing indoors to keep yourself busy? Anything creative?
- If you yourself are on the front-line, how does that make you feel and what steps are you taking in your day to day life to cope with these challenges?
- If you have children – how is it affecting them and your day to day life?
- Have you taken to social media more than usual to express your feelings/concerns – if so, share that with us!
- Are you working from home – how is this affecting your job? If you do not work, how is this period affecting you?
- Do you fall into the vulnerable category? How has this pandemic affected you?
- Have you had the virus yourself or known someone personally who did? How has it felt? Did you/they recover? If not, how did this affect you?
- Have you been out and about Harrow during this time? What have you seen that evoked an emotive reaction?
- Have you volunteered for any services in Harrow that protect the NHS and our most vulnerable?
- We want to hear about you in the questions posed above in the form of the digital material suggested above. The above list of questions is not exhaustive, we realise this list can be endless so please do come forward with your material if it meets criteria, listed above and does not include anything mentioned below.
- Any material that comes to us in another language will still be accepted but we will ask for a translation and this may be checked by our staff.

### **What don't we want?**

- **Please do NOT send us any items to the Museum. Whilst the Museum is closed, we cannot actively manage this process on site. We will be asking for physical material at a later date.**
- Whilst we aim to create a non-biased space allowing multiple sides of any debate to be told, we understand this pandemic is a sensitive moment in time which is changing minute by minute and day by day. Therefore, we will not collect any material that contains comments and/or images of criminal activity

including hate crime, abuse, foul language and/or sexual exploitation. Your images/information will be deleted if it is shared with us.

- Please do not share any images that reflect injuries/medical emergencies and/or death.
- Please make sure if you have other people in the form of images/film/comments in your material then you MUST seek their permission before sharing it with us. Without this, we cannot collect your material. We will ask you to sign this to us on your entry forms, see below.
- Please keep to Government guidelines when capturing material. Please stay at home as much as you can. If you are leaving your home for basic necessities or daily exercise, please keep to social distancing rules set out by the Government. Please do not endanger yourself and others. For more information on Government guidance visit <https://www.gov.uk/coronavirus>

### **When do we want it?**

- We understand this situation is unfolding rapidly but we would like material as soon as possible.
- We would like to put a pause on this collecting project at the end of July 2020, to review what we do/don't have so please send us your material by then.

### **How can you send us material?**

- Due to the Museum being closed we can only collect digital material including photographs at the moment. We will release another statement asking for physical items at a later date.
- Email material to the Curator via [collections@headstonemanor.org](mailto:collections@headstonemanor.org) with subject heading #COVIDINHARROW
- Tweet us @HeadstoneManor1 using the #COVIDINHARROW
- Facebook, private message only, find us @HeadstoneManor
- We will also be actively collecting ourselves so we may approach you too!
- If your material file is too large, please send us an email first with details of what you are sending and then we will talk through next steps with you.

### **What will we do with this material?**

- Once you send us your contributions, we will reply to you with an "object entry form"

- Once we have this signed form back, our Curator will decide to accept items into our permanent collection by the end of July. We will then contact you again with our decision.
- As the collecting project evolves, we may create a map showcasing where our material is coming in from and share this regularly.
- We hope to collate this material in the form of an exhibition, either physically or digitally in the near future. A decision on this has not been made yet.
- We cannot guarantee your material, if accepted into the collection, will be displayed in this exhibit, or if ever, but it will be part of the Museum's collections and available for research. The nature of our policy states that we cannot display everything we acquire.
- Due to the sensitivities surrounding this project, we have added a power of veto in perpetuity to any material we acquire within this newly formed collection. This means that if we decide to acquire the material for our permanent collection, you may retract your material at any time. A process will be carried out if you decide to do this, but your material will be given back to you.
- Copyright for all these items lies with the person who produced the material. So please ensure you are the creator and/or you have permission from the creator to act on their behalf.
- All items that are accepted into the collection will be acquired under Harrow Museums Trust (Collection Owning Body) and managed by Harrow Council (Collection Operating Body)

### **Who is managing this project?**

- Our collections team consisting of:
  - Collections & Exhibitions Officer (Curator)
  - Digitalisation Project Officer