

Describing posters

Thank you for helping us describing our poster collection! We hope you will enjoy it. Apart from providing a wealth of information, the posters are also quite amusing, beautiful or daring to look at.

Your input brings us a big step closer to describing our entire poster collection. The posters can be used for research, as exhibition objects or for illustrating articles. Those being in a nostalgic mood will be able to find posters of memorable student parties all thanks to your help.

Before we start with the practical explanation, we would like to thank the Botanical Garden of Meise for the opportunity to participate in 'DoeDat' and for the technical support they provided us during the digitization of our poster collection.

Practical information

You will see a poster from our collection. Underneath the poster are several input fields.

Not all posters contain the same amount of information, so some fields will be left blank. If that's the case, enter 'NA' (not applicable).

1. Identification

- **Number:**
This field is filled in automatically. You don't have to change anything about it. The number of the digital poster is linked with the physical poster and the description.
- **Year:**
This field is filled in automatically. You don't have to change anything about it. This is the assumed year in which the poster was published. It is possible to enter a different year in the field 'event date' when the poster indicates something else.
- **Creator:**
This field is filled in automatically and indicates to which archive the poster belongs. You don't have to change anything about it. This is often one of the organizers of the event, but that is not always the case.
- **Language:**
Select the language that is used on the poster. The drop down list offers the following options: 'NL' (Dutch), 'FR' (French), 'DE' (German), 'EN' (English), 'NL-FR' (a combination of Dutch and French), 'NL-EN' (a combination of Dutch and English), and 'Other'. Select 'Other' if the correct option is not available.
- **Main text / Title:**
Copy the main text on the poster. This is often the title of the event and is usually in a larger font. E.g. 'Studiedag: meer rechten voor jongeren', 'Guido Belacanto', 'V.U.B. Presents KET's Up' or 'Jazz Night'.
For the remaining text there's a field 'additional text on the poster'. Specific fields are provided for the publisher(s) of the poster and the location of the event.

- **Announcement type:**
Fill in what is announced on the poster: a demonstration, dance performance, debate, film screening, lecture, music performance, party (including TD), poetry en prose readings, study days (including a congress of conference), exhibition, theater performance, competition, food festival, cantus (including 'Zangfeest'), ...
A different term can only be used if none of the above is applicable. Multiple types of activities are separated using a comma.
- **Image description:**
Describe the image on the poster. This does not have to be a detailed description because a digital copy of the poster is available. It is not necessary to mention the colours used for the image. If there is no image on the poster, fill in 'text only'.
E.g. 'Tekening van een dansende man en vrouw' or 'Foto van Nelson Mandela'.
- **Colour:**
Use the drop down list to indicate the colours used for the poster: there are only two options 'black and white' or 'colour'.

2. Collection data

- **Editor-in-chief (V.U.):**
The name of the editor-in-chief is usually at the bottom or at the side of the poster and is preceded by the abbreviation 'V.U.' (Dutch for 'Verantwoordelijke Uitgever'). If there is no name mentioned on the poster, fill in 'NA' (Not Applicable).
- **Poster designer:**
The designer is usually not mentioned on the poster, although sometimes he or she leaves a signature. If it is too difficult to decipher, just fill in 'signature'. If no designer is mentioned and no signature can be seen, fill in 'NA' (Not Applicable).
- **Number of publishers/organizers:**
Enter a number that indicates how many publishers and/or organizers are mentioned on the poster. This is not applicable for the editor-in-chief and refers only to the organizers of the event. Sometimes only the logos of the different organizers are visible on the poster.
- **Publisher/Organizer 1-5:**
Enter the names of the publisher(s) or organizer(s). If you don't recognize a certain logo, just fill in 'logo'.

3. Local specifications

- **Event date:**
Indicate whether there is no, one or several event dates mentioned on the poster. If it is not about an event or no date is mentioned, fill in 'no date'. Multiple dates can refer to several events taking place on a different day or the start and end date of the same event taking place on different days.
- **Given date:**
Copy the date as it appears on the poster. E.g. 'dinsdag 26 januari', '26/10/88', 'januari 1988', ... If there is no date mentioned on the poster, fill in 'NA' (Not Applicable). If there is more than one date, only enter the first one.

- **Event location:**

Copy the name of the location where the event takes place. This can be an address or a description. E.g. 'tent behind the auditorium', 'KVS', ... If multiple locations are listed, separate them by using a comma. If there is no location mentioned on the poster or it is not about an event, enter 'NA' (Not Applicable).

- **Additional text on the poster:**

This field is used for text that is visible on the poster but wasn't mentioned in the fields above. You can omit standard phrases such as 'Free from stamp'.

4. Notes

- **Your notes:**

This field is for any additional information you could not write above.

If you have any questions, please do not hesitate to contact us. You can reach us by sending an e-mail to info@cavavub.be. Make sure to mention the collection number of the poster you are describing.

If your interest is piqued and you want to know more about our collections or what else CAVA does, take a look at our website www.cavavub.be or Facebook page <https://www.facebook.com/CAVAuniversiteitsarchiefVUB>.

Our mascot Benny Box gives you a virtual flower as a thank you for your contribution!

