

**INSTRUCTIONS FOR FORMS: CHILDREN’S TV SERIES**

Example photo



Louis Artus, collection of Fotomuseum Antwerp, N/2003/0004/0003 © Louis Artus 2021

**1. Identification**

Field	What to fill in	How to fill it in	Example
Descriptive photo title	Provide a short description of the object for general viewers. Keep descriptive titles short: 5 to 10 words is ideal.	<ul style="list-style-type: none"> <li>• Begin the title with a capital letter.</li> <li>• Do not start the title with a definite or indefinite article (the word 'a' or 'the').</li> <li>• Do not place punctuation (such as a full stop) at the end of the title</li> </ul>	Senne Rouffaer answers the telephone
Series title is incorrect	Series titles have already been assigned. If you think that one of these titles is <b>INCORRECT</b> , tick this box.	X	X
On or after On or before	State the period in which the photo was taken, if you know for sure (for example, if you recognize the photo from the first season of Kapitein Zeppos).	<ul style="list-style-type: none"> <li>• Only fill in this field if you are confident about the period in which the photo was taken. For example, if you recognize a guest actor from a specific episode and can deduce the date on that basis.</li> <li>• Give the estimated date. <b>Keep in mind that broadcasts took place some time after filming. We always assume that this was up to one year later.</b></li> <li>• If you can be more specific with dates, please do. The more specific, the better!</li> <li>• If you are certain about the exact date of a photo, fill in that date in both fields.</li> </ul>	<p>For example: if you know that the photo is from series 1 of Kapitein Zeppos, and you know that the broadcast began on 21 October 1964, fill in:</p> <p>On or after 21/10/1963</p> <p>On or before 20/10/1964</p>

## 2. Collection data

Field	What to fill in	How to fill it in	Example
Short description	Try to include the following elements (in this order) in the description: what - who - where - when - why.	<ul style="list-style-type: none"> <li>Always start with more general information about the object and then move towards specifics.</li> <li>The description may include a limited number of references to invisible elements such as context, the subject's job, etcetera.</li> <li>As much as possible, avoid abbreviations and make the text easy to understand.</li> </ul>	Senne Rouffaer as Kapitein Zeppos, wearing a vest and roll-neck jersey and answering the phone in a house.

## 3. Spatial data

Field	What to fill in	How to fill it in	Example
Location	The location where the photo was taken	<p>The name of the village, town or city is enough.</p> <p>If the location not in Belgium, add the name of the country in brackets.</p>	<p>Bruges</p> <p>Antwerp</p> <p>Brussels</p> <p>Paris (France)</p>

## 4. Other data

Field	What to fill in	How to fill it in	Example
Subjects appearing in photo	The names of all people in the photo (up to 10)	Last name, first name	Rouffaer, Senne Veroft, Vera

## 5. Notes

Field	What to fill in	How to fill it in	Example
Your notes	Miscellaneous information that does not belong in one of the other fields	No specific instructions	Series title should be Zanzibar instead of Kapitein Zeppos, because (...)

## 6. Tips for looking at images in more detail

Symbols on the right enable you to

- open an image in a new window, and
- pin an image in your browser screen.

Symbols on the left enable you to

- enlarge or shrink an image, and
- move an image up, down, left and right.

## 7. Questions/comments/suggestions?

Please let us know via [iedereenbenoemd-t@fomu.be](mailto:iedereenbenoemd-t@fomu.be)