Frequently Asked Questions

COVID-19 – Share Your Experiences with the Dickinson College Archives

1. **Why is this information being gathered?**
   a. The goal of this project is to document and preserve the individual experiences of Dickinsonians – students, staff, faculty, alumni, and trustees – during the COVID-19 pandemic. Information about how Dickinsonians' lives were impacted by other major world events, such as the 1918 flu pandemic or the Great Depression, is largely absent from the college archives. To avoid leaving a similar gap, we are actively collecting people's reflections on, and responses to, current events. Our day-to-day lives are important to document, and each person's experience is unique.
2. **What types of submissions/contributions are considered appropriate?**
   a. More information is available on the contribution form itself, with sample questions that are posed to spark some ideas, but in general we are looking for your thoughts, reflections, and even original creative works that relate to how your life has been impacted by the COVID-19 pandemic.
3. **May I make more than one submission/contribution?**
   a. Yes, the submission form will be available at least through the end of 2020, and we expect that people may have numerous things they wish to share over time.
4. **What will my submission/contribution be used for?**
   a. This collection of contributions will be preserved in the college archives so that future generations of Dickinson students and others may research and better understand this period of the college's history. This collection may also be used by faculty in teaching classes at the college or in physical exhibits within the college library.
5. **Will I be able to contribute physical items?**
   a. We plan to accept contributions of physical items once the shelter-in-place restrictions are eased and archives staff are able to return to work, where they can receive and care for any physical materials that may be contributed. For students, faculty, and staff, this likely means that it'll be best for you to contribute during the Fall 2020 semester.
6. **Will my submissions/contributions be anonymous?**
   a. Yes, if you would like them to be. There is an option you may select within the form to have your submission remain anonymous.
7. **While I do not mind attaching my name to my contribution, I am somewhat uncomfortable sharing my experiences for the public to see while I still study or work at Dickinson. Is there a way to keep my submission sealed for a period of time?**
   a. Yes, the form allows you the option to keep your contribution private for ten (10) or twenty-five (25) years. If you would like to request having your submission sealed for an even longer period of time, please reach out to archives staff at archives@dickinson.edu.
8. **How will you use my personal information, such as my email address and phone number?**
   a. We will only use personal information in order to confirm that we received your submission and/or to ask questions about your contribution.
9. **What file types are acceptable for submission?**
   a. You can submit a wide variety of text, image, video, and audio files. These files include, but are not limited to, Word Docs, PowerPoints, JPEGs, TIFFs, WAVs, MP3s, MP4s, and more. If you find that you have trouble submitting a file or that your file type is not supported, please email archives@dickinson.edu.

10. **I want to submit a file, but it is too large to be accepted through your form. What should I do?**
    a. If your file is larger than 2 GB, please email archives@dickinson.edu so that we can make arrangements for how best to receive your contribution.
11. **I live near Carlisle, but I am not a student or an employee of Dickinson College. Can I still contribute to this project?**
    a. We are currently only seeking submissions from people directly affiliated with Dickinson College – students, staff members, faculty, alumni, and trustees. We recommend that you consider donating to the Cumberland County Historical Society by following this link: https://storymaps.arcgis.com/stories/b988b5c4f24c4d5f9a83eccbdc717cad.