

Guidelines to Donate & Upload Digital Material to the Family Archives

What to donate

Almost anything of historical significance can be shared in the Family Archives, but there are a few exceptions (For special cases please send an email to ZahniserFoundation@gmail.com)

- Headstone images, obituaries, and tributes to recently deceased loved ones, etc. should not be posted on zahniser.org because <https://www.findagrave.com/> does a better job of hosting this content. Their website has global coverage, comprehensive storage, retrieval, display capabilities, links to other family members and supports cenotaphs. For an example see: <https://www.findagrave.com/memorial/192238839/james-stuart-zahniser>
 - Stories and other material of an historical nature may be posted in the Family Archives and may contain images and links to material at Find-a-Grave and / or other websites
- NO LIVING ZAHNISERS may be identified in posted images nor in image descriptions. This is to reduce risk and increase security.
 - Stories and other material of an historical nature may contain images of living Zahnisers, but the description of the image must not contain a living Zahniser's name, nor dates nor places of birth, nor parent's names, nor mother's maiden name, etc.

How to donate It

Individual Pieces

The site supports a variety of image, audio and video files. Images may be scanned or photographed with any reasonably modern cellphone or digital camera.

- Required attributes for each file:
 - **Filename** (Must be less than 25 MB and a .jpg, .png, .gif, .pdf, avi, mpeg, mpg, mpe, mp4, mkv, webm, mov, ogv, vob, m4v, 3gp, divx, .xvid, .aac, .aif, .aiff, .flac, .m4a, .mp3, .wav, or .wma.)
 - **Image Name** (26 characters with spaces max)
 - **TYPE:** (Use an existing TYPE if possible: Cabinet Photo, Article, Baseball Card, Poster, Painting, Family Portrait, etc.) TYPE is used as a tag so the site can search and filter on it.
 - **Short Description** (61 characters with spaces max)
 - **Long Description** (600 characters with spaces max).
 - If uncertain about the description, start the Long Description with the phrase **Presumed to be** (once the content is on the website others will be able to see it and comment)
 - The Long Description is also a great place to enter the Family Branch.
 - **Contributor** (Your name)
 - **Contribution Date** (The date you send the image)
 - **Creation Date** (Best Guess Estimate)

Please email the images and attributes together as a single email, one email for each piece of content, to ZahniserFoundation@gmail.com

Bulk Upload

For multiple files where it may be cumbersome to email individual images with attributes, temporary cloud storage is available. A spreadsheet is also available to summarize attributes. Queries in advance of bulk digital material donations are highly recommended and should be made to ZahniserFoundation@gmail.com