

**ICOM International Committee for Museums and Collections  
of Costume, Fashion, Textiles  
ICOM COSTUME  
Board 2019/2020**

Project Memories/Mémoires/Memorias

Project Memories aims to reconstruct the history of and organize the memory of ICOM International Committee for Museums and Collections of Costume, Fashion, Textiles/ ICOM COSTUME, by collecting and organizing official documents, photographs, videos of past meetings and participants' reports.

In this manner, we intend to complete information that already exists in ICOM's databases and those on COSTUME's website, adding a tab for photos and personal narratives.

With the help of ICOM's Publications and Documentation Department, non-digital documents about ICOM COSTUME in the ICOM Secretariat's archive will be identifiable and made available in an annotated list.

Recovering ICOM COSTUME's history and organizing its documentation will not only contribute to a better understanding of the dynamic, objectives and topics discussed in these meetings, but also to celebrating the international committee's memory, as well as paying tribute to those who have taken part in ICOM COSTUME's achievements.

Contributions to Project Memories can be made by submitting official documents (minutes, reports, programs, participant lists, correspondence and other official documents linked to organizing the meeting), photos, videos, and personal accounts. The material should be forwarded by e-mail to the person responsible at [mcvolpi@eba.ufrj.br](mailto:mcvolpi@eba.ufrj.br), according to the guidance given below:

- 1) Official documents: minutes, reports, programs, participant lists, correspondence...

Format: copies of documents in jpeg, pdf, .doc/.docx (Microsoft Word), .odt (Open Office) .txt (Text document).

Quality: for digitized documents – colour or monochrome digitization with a resolution of 300ppi, or in PDF format.

File: each file should be saved with the year, city, type and forwarded by e-mail to [mcvolpi@eba.ufrj.br](mailto:mcvolpi@eba.ufrj.br). Files larger than 25MB can be sent via WeTransfer ([www.wetransfer.com](http://www.wetransfer.com)) to the same e-mail address.

For example: 2019\_Kyoto\_program.jpg

## 2) Photographs of ICOM COSTUME meetings

Format: images in jpeg or tiff files.

Quality: please send them with the highest quality available. High quality colour digitization is recommended, with a resolution of 600ppi (pixels per inch), or:

Large images: approximately 500X300 px, 180-300 dpi (dots per inch)

Small images: approximately 250X175 px, 180-300 dpi

File: The filename should include: the year, city (main city of the event), group or surname of the person who sent it and appears in the photo (when it involves one or few people in the photo), numbered if applicable, and forwarded with a list of the files sent to the e-mail address [mcvolpi@eba.ufrj.br](mailto:mcvolpi@eba.ufrj.br). Files larger than 25MB can be sent via WeTransfer ([www.wetransfer.com](http://www.wetransfer.com)) to the same e-mail.

For example:

2017\_London\_Volpi\_001

2019\_Kyoto\_group\_001

List of sent files – please send a list identifying the photos including: the year, city, location, and identities of the people in the photos. This information will be important in keeping a record of the memory of these meetings.

For example:

2017\_London\_Volpi\_001 – Maria Cristina Volpi and Mary Kitson during the reception at The Fan Museum.

2019\_Kyoto\_group\_001 – Group of participants from IC COSTUME during the post-conference at ICOM Kyoto 2019, in front of the Bunka Gakuen Costume Museum, Tokyo.

## 3) Videos of ICOM COSTUME meetings

Format: MP4 (MPEG-4 Part 14) or AVI (Audio Video Interleave).

File: the filename should include the year, city, number and activity and should be sent by e-mail along with a list of the sent files to: [mcvolpi@eba.ufrj.br](mailto:mcvolpi@eba.ufrj.br). Files larger than 25MB can be sent via WeTransfer ([www.wetransfer.com](http://www.wetransfer.com)) to the same e-mail address.

For example:

2018\_Utrecht\_001 – communications

List of sent files – please send a list identifying the videos including: the year, city, location, date and activity and identifying, where possible, the people in the video. This information will be important in keeping a record of the memory of these meetings.

For example:

2018\_Utrecht\_001 – Tuinzall, 11<sup>th</sup> June, first communications session (9.00am to 11.00am), opened by Bart Rutten and Ninke Bloemberg, Centraal Museum Utrecht, the

Netherlands; Short presentation by Bianca du Mortier, Rijksmuseum, Amsterdam, the Netherlands; Making a New Look by Alexandra Palmer, Royal Ontario Museum, Toronto, Canada; Fixer les plis, suspendre le temps. Grès' innovative pleating technique by Anabela Becho, CIAUD – Research Center in Architecture, Urbanism and Design, Lisbon, Portugal.

Original documents can be collected by ICOM's documentation sector provided they are identified and selected. For more information, please send an e-mail to [mcvolpi@eba.ufri.br](mailto:mcvolpi@eba.ufri.br).

For ICOM COSTUME to be able to publish a photo on its minisite, where one (or more) person(s) are distinct and recognisable in the image. a use of image form will need to be filled in, signed and submitted. **Unauthorised images will be filed in ICOM's documentation sector.**

**Signed authorisation for use of image form** (as per the attached model).

Photos with people in the foreground must be accompanied by a signed authorisation for use of image form.

- 4) Articles – brief, free format reports, narrating facts related to experiences as part of the ICOM COSTUME board, or as a meeting participant. If the contributor could send articles in the format below it will help us organise their report in the best possible way.

Structure:

Title

Author

Affiliated institution and country

E-mail

Short resumé – up to 900 characters including spaces.

Format: text of between 2,000 and 4,000 characters including spaces in .doc/.docx (Microsoft Word), .odt (Open Office) or .txt (Text document) formats. Please use the Arial font, size 11, with simple spacing.

**Signed authorization of copyright form** (as per the attached model).

**ICOM International Committee for Museums and Collections  
of Costume, Fashion and Textiles/ ICOM COSTUME  
Project Memories**

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**ICOM International Committee for Museums and Collections  
of Costume, Fashion and Textiles/ ICOM COSTUME**

**Project Memories**

**ASSIGNMENT OF PERMISSIONS TO ICOM (images and biography)**

Name:

Title:

International Committee and ICOM number:

Institution you represent:

Biography (150 characters/60 words):

Country:

**PERMISSIONS:**

Please indicate if you agree to the following possible publication or uses of your information by the ICOM on the official Web site and other publications related to the annual meetings and the triennial conferences:

Your biography: agree\_\_\_\_; disagree \_\_\_\_; N/A\_\_\_\_

Photos of you taken at the conference: agree\_\_\_\_; disagree: \_\_\_\_; N/A\_\_\_\_

Videos of you taken at the conference: agree\_\_\_\_; disagree\_\_\_\_; N/A\_\_\_\_

Interviews with you taken at the conference: agree\_\_\_\_; disagree\_\_\_\_; N/A\_\_\_\_

Signed:

Printed name:

Date: