Keepsake and its history – record sheet

Participant worksheet • one object or photograph per sheet

This sheet helps preserve the story of an object. You may leave questions blank or answer aloud. Originals are returned to their owners; publishing images or oral accounts requires separate arrangements and appropriate permissions.

Name of the keepsake or description of the photograph

Type (photograph / letter / tool / clothing / other)

Approximate date, if known

Place of origin or use

Owner or lender (store contact information separately)

Connection with Sokołowsko, the region and local traditions

Keepsake and its history – record sheet

02 / Story and description

Who made, used or kept the object? What is the source?

What happened in its history? Who shared the story?

Materials, making technique, pattern or signs of use

What is established, and what is a family memory or assumption?

Tracking / record

☐ Interview date: _____

☐ Facilitator: _____

☐ Item identifier: _____

☐ Photo / scan: yes / no

☐ Recording: yes / no

☐ Conditions of use: agreed separately / not agreed

15 questions to ask about a keepsake

Choose questions that suit the object and the person. You do not need to ask every question; follow the story.

01. First encounter

What is this object or photograph, and what did people call it?

02. Origin

Where did it come from and how did it enter your family or home?

03. Period

Which period, event or generation does it relate to?

04. Place

Is it linked to a specific place in Sokołowsko or nearby?

05. People

Who made, used, wore or looked after it?

06. Craft

Do you know how it was made, by whom, and with which materials or tools?

07. Everyday life

What was it used for in daily life, work, celebrations or gatherings?

08. Local tradition

Does it relate to a local custom, craft, occupation or spa tradition?

09. Pattern and form

Are there patterns, inscriptions or marks? What might they mean?

10. Changes

Was it repaired, altered or used for another purpose?

11. Family story

What family or neighbourhood story does it bring to mind?

12. Memory

Which people, places, sounds or smells do you associate with it?

13. Sources

Are there other photos, letters or documents that could support the story?

14. Across generations

What could younger people learn from this keepsake?

15. Future story

What should be remembered about the object, and how would you like its story to be told?

How to document keepsakes safely

A guide for participants and facilitators. Handle objects gently, make no irreversible changes and obtain the owner’s agreement first.

Before the session

• Prepare a clean, dry surface and a soft, lint-free support.

• Ask if the object may be removed from its packaging and photographed or scanned.

• Record its name, condition and source; do not include private addresses or phone numbers in a public record.

Photographs, letters and documents

• Do not force folds flat or pull photographs from an album if this risks damage.

• Fragile, cracked, damp or flaking items are usually better photographed without the pressure of a scanner lid.

• Flat items in good condition may be scanned at roughly 300–600 dpi; adjust to the original’s size and detail.

• Preserve a lossless TIFF/PNG master; create a separate JPEG/PDF copy for access or publication.

Three-dimensional items and textiles

• Use soft, even lighting; avoid flash where it could damage sensitive materials.

• Photograph the whole item, a characteristic detail and – if safe – its reverse or maker’s mark.

• Do not clean, wash, oil or repair objects during the workshop.

After capturing images

• Check focus, framing and correspondence between filenames and descriptions.

• Record image rights and the conditions for possible publication. Permission to make a copy does not automatically include permission to publish it.

• Return the original to its packaging and owner; document the return where required by the organiser.

Files and versions

Sample filename: 2026_Sokolowsko_keepsake_001_front_v01.tif. Work on copies; do not overwrite archival masters.

Oral-history conversation record

A documentation worksheet. This is not a consent form for recording, personal-data processing or publication. Sensitive questions may be skipped.

Date, place and type of interview

Facilitator / conversation identifier

Narrator – name or pseudonym as agreed

Keepsake and its story – key facts

Local names, customs, occupations, techniques and places mentioned

Quotation or notable statement – to be checked before publication

What is unknown? Which details need verification?

Potential sources – people, albums, documents

Material tracking

☐ Record type: notes / audio / video / none

☐ Recording or notes file: _____

☐ Recording consent: separate form / not applicable

☐ Publication conditions and scope of consent: separate form / not agreed

☐ Archive summary (no sensitive personal data):

Keep contact details and signed consents separate from publication copies.

Facilitator’s guide

“Bring and Tell” connects family memories with local heritage, craft traditions and the history of Sokołowsko. Attentive listening, voluntary participation and safe handling of keepsakes come first.

Workshop sequence

Prepare the room

Arrange seating, a table with soft supports, a camera or scanner, paper forms and a quiet area for conversation.

Open the meeting

Explain the purpose and rules. People may decline recording, skip a question and request that their story not be published.

Invite the story

Start with an open question. Do not interrupt to correct memories; distinguish testimony from verified facts in your notes.

Examine the item

With the owner’s agreement, describe and photograph/scan it. Do not alter the object.

Close the session

Summarise main themes, agree on any follow-up and return all originals.

Process materials

Assign identifiers, secure recordings and metadata, edit out unnecessary personal data and verify permission before publication.

Ethics and accessibility

• Do not press participants to disclose private information, difficult experiences or third-party personal data.

• Use clear and patient questions; give older participants time to answer. Uncertainty in memory is not a failure.

• Do not promise publication or acquisition of an object without a separate agreement.

• Store recordings and forms with personal data in access-controlled storage.

• Offer an unrecorded conversation or anonymous notes where preferred and appropriately agreed.

What remains after the meeting?

Workshop outputs may include a keepsake sheet, reference photograph, notes or an audio recording with a thematic summary. Materials intended for publication require source checks, editing and review of permissions.

Facilitator checklist

☐ Space and equipment prepared.

☐ Conversation rules explained before recording.

☐ Recording and publication permissions reviewed separately.

☐ Original keepsakes returned to owners.

☐ Source files secured and labelled.

☐ Publication copies checked for rights and privacy.