**THE ADDINGHAM ARCHIVE OF HISTORIC PHOTOGRAPHS**

**Addendum: Proposal for Backup and Online Work Area**

## PROPOSAL

As a final step to separate the Addingham Archive Team’s efforts into the Addingham Civic Society and away from any potential legal liability risk for the Addingham Parish Council, the ACS Archive Team needs its own backup and online work area. The ACS Archive Team has shopped around and found a very inexpensive solution:

Lifetime subscription to pCloud storage: £175 for 500 Gb storage

Refurbished laptop with Microsoft Office: £350

TOTAL £525

**Recommendation: The Addingham Parish Council should provide £525 in funds to the Addingham Civic Society for the purchase of pCloud lifetime storage and a refurbished laptop.**

## BACKGROUND

As mentioned in the Main Proposal, the ACS Archive Team has over 15,000 images that it is working to catalogue, add descriptive metadata to and upload into a public-facing, searchable online system.

At present, the items being worked on are using a free online provider that has very limited space and all backups are on the team’s private home computers. This is not a long term solution, nor is it efficient.

Originally the ACS Archive Team had planned to use the server in the Hub, but legal advice obtained by the parish council has uncovered potential liabilities for the parish council under such a scenario. That legal advice recommended that the ACS Archive not be held in any form on parish council property.

As a result, the final step for separating any potential liabilities for the parish council while boosting the efforts of the ACS Archive Team to create an online village image database is to provide funds to the Civic Society for the ACS Archive Team’s backup and online work area.