**KYPExplore story:**

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| **Field** | **What it’s for** | **Story Text** |
| **Name of object** | Simple & brief description of item, including where appropriate its date, creator, object no | Historic photograph of OrganisationReference no. |
| **Type of object** | Indicate the information layer or collection with which this item should be associated | Historic photograph of  |
| **Description** | Detailed description of item including object number, collection and source  | Description paragraph…IMAGE COPYRIGHT:  |
| **Condition of object** | Please provide any information on current state of the asset, such as how well or poorly preserved it is |  |
| **Your name** | Credit the individual adding this record | Xxx on behalf of xxx organisation |
| **Your organisation** | Credit the organisation which holds this item or has undertaken this research | xxx organisation |
| **Your contact details** | Contact details are not published, but need to be supplied so that the moderator can follow up any queries about this record | Email address |
| **Image copyright?** | It is your responsibility as contributor of this record to seek permission from the copyright holder before publishing information on Know Your Place |  |
| **Attachments** | Image attachments, ideally jpeg below 2MB size. |  |
| **Location** | Notes on the suggested location to which to pin this record on Know Your Place. | What directions to find the location would you give someone else? |