

OUTPUT 1

2017-1-EL01-KA204-036310

PROPOSED steps for completing Work Package 1 (finding artworks)

1. **Research copyrights regulations in your country.** The questions you need to answer are:
 - How much information can I use for educational purposes?
 - Can I show that information online?
2. **Find possible sources of art.** To do that, you could:
 - Ask art lovers you know
 - Google search in your language
 - Ask at a library
 - Brainstorm
 - Start a facebook or other social media campaign
 - Check school-books in units that deal with emigration
 - Check other sites that deal with history and emigration
 - Check sites and/or organisations that deal with emigration
3. **Locate artworks that deal with emigration from your country to other countries.**
4. **Make a list of these pieces of art**
5. **Find who the copyright owner is.** If you can find many works without copyright (e.g. folk songs without music), it is better to use these ones.
6. **Decide how much or what information we will include in our database.** Is it only the title of a film? Is it a few paragraphs for a novel?
7. **If there is a copyright holder, drop them a line to ask for permission, or send us their details, and we will contact them.** If you contact them, you can tell them something **in the spirit** of this:

Dear sir/ madam,

we are a group of European educational organisations preparing a database of pieces of art dealing with emigration.

This database will be used by schools and other training institutions to link the experience of us as emigrants to the experience of refugees as immigrants.

More details about our project can be found at www.tooe-project.eu .

As far as your artwork is concerned, we thought that using [*e.g. three paragraphs from page 13*] is a great way of introducing our students to the condition of emigration.

We hereby ask permission to use that extract on our website. Your copyright holder rights and a link to your company's website will be shown on the database. Furthermore, your details will be mentioned on a special "Thank you" page of our website, and your kind contribution to our project will be disseminated to hundreds of teachers, students and other followers of our social media accounts.

Feel free to mention your contribution on your own social media accounts or wherever else you want.

Thank you very much for your time and overall contribution to culture.

Sincerely,

...

8. **Fill-in the *Deliverable 1* template**
9. **Send the *Deliverable 1* at papadopoulos@areadne.gr**
10. **Do you have any question at any step?** Email Yanis at the email address above!