



## How to Add Your Photos to the **ohiolibs-snapshotday2013** Flickr Group

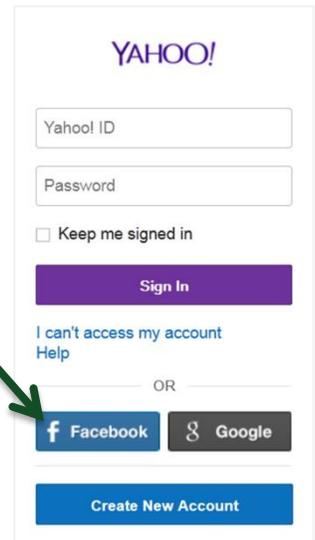
By uploading photos to your library's Flickr account and the **ohiolibs-snapshotday2013** Flickr Group, you are verifying that you have permission from the subjects photographed (the subjects' parent or guardian if under 18 years of age.) The State Library of Ohio and Ohio Snapshot Day project partners (OLC, OPLIN, ALAO, OELMA, OHIOLINK, OHIONET, and INFOhio) may use the photos to promote library services and champion libraries.

You will need to have a Flickr account for your library in order to add photos to the Ohio Library Snapshot Day 2013 group photo pool. A Flickr group contains photos added by any member of the group, and ours will be the go-to place for all photos from Ohio Libraries Snapshot Day 2013. Before you can add photos to the 2013 group, you will have to **join** our Flickr group. NOTE: **Please do not place pictures in the 2011 or 2012 Flickr groups.** Instructions are below, and feel free to contact Marsha McDevitt-Stredney ([marshams@library.ohio.gov](mailto:marshams@library.ohio.gov)) if you have any questions!

The Ohio Libraries Snapshot Day Flickr page is located at: [www.flickr.com/photos/ohiolibssnapshotday/](http://www.flickr.com/photos/ohiolibssnapshotday/)

### If you do not already have a Flickr account for your library:

1. Go to <http://www.flickr.com>
2. Click on "Create Your Account" in the upper right corner of the page.
3. You will see a pop up window prompting you to log in with your Yahoo account. However, you have the option to sign in to Flickr using an existing Google (gmail) account, or a Facebook account. If you already have a Facebook or Google account for your library, feel free to use that instead. Otherwise, you will have to create a new Yahoo account for your Flickr account. (Flickr is owned by Yahoo.)
4. Follow the steps to finish creating your new Flickr account. Now you're ready to start adding photos!

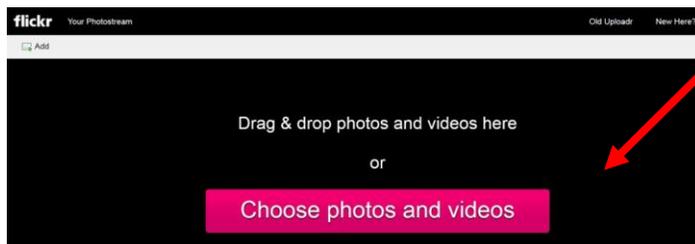


### How to upload photos to Flickr

1. From your Flickr home page, click on the **Upload on the top menu.**



2. You will now see a screen where you can upload your photos to Flickr by selecting "Add" and then choosing the photos from a folder on your computer.



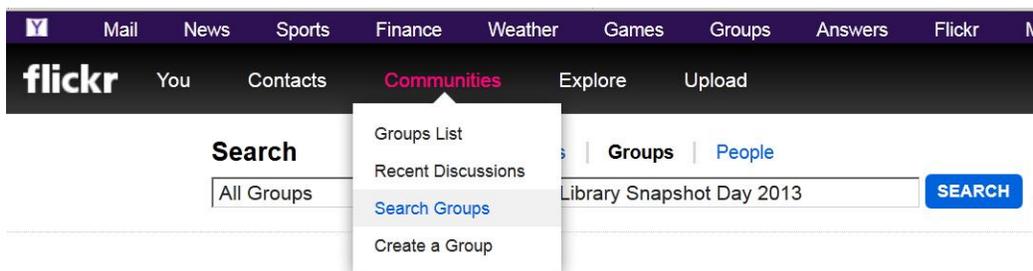


- Once you have uploaded your photos, you will have the option to add a title, description, or tags to your photos. **PLEASE USE THE NAME OF YOUR LIBRARY in the Title and a brief description or caption** for your photos for Snapshot Day. **It is very important that you also include the following tags for your photos:**
  - Ohio Snapshot Day 2013
  - Type of library - Academic, Public, School, or Special

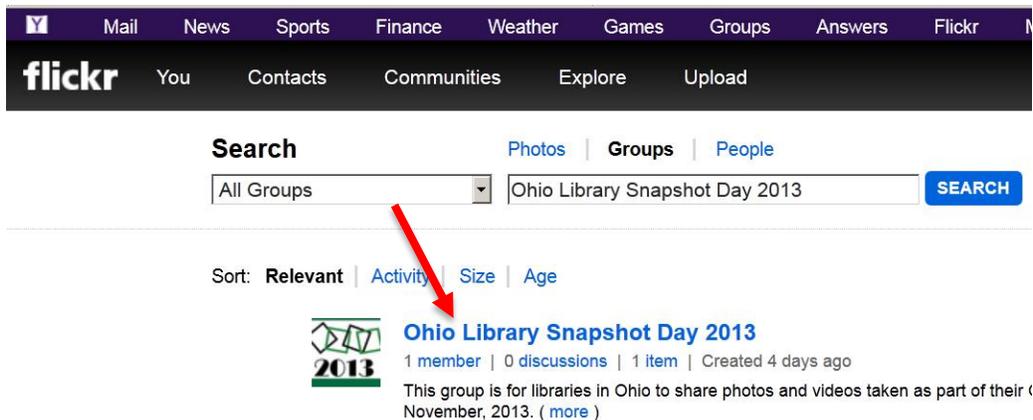
Please read [TaggingPictures](#) in the toolkit for more information.

### How to Join the Snapshot Day Flickr Group

- Click on "Groups" in the toolbar at the top of any Flickr Page.
- Our group is called "**Ohio Library Snapshot Day 2013**". Type that into the search box and click "search".



- Select **Ohio Library Snapshot Day 2013**
- There will be a little link that says "Join?" to the right of our group. Click it!
- Now you're a member of the Snapshot Day group!





### How to add your Flickr photos to the Snapshot Day Flickr Group

There are two ways to add photos to the **Ohio Library Snapshot Day 2013** Group: one photo at a time, or in batches (lots of photos at once). Either way is fine!

#### Adding One Photo at a Time:

1. Click on the photo in your photostream so you are looking at the photo full size rather than the thumbnail. On the top right corner of the photo, there is a link that says "Actions". Click on it, and then you'll be able to click "Add to a group".
2. Because you have already joined the **Ohio Library Snapshot Day 2013** Group, you will be able to choose our group from the list, and then send us your photos. That's it!

#### Adding a Bunch of Photos at Once:

1. In your toolbar from any screen in Flickr, click on "Organize/Create". This will take you to the screen that allows you to perform actions on multiple photos all at once.
2. Drag the photos you'd like to add to the Snapshot
3. In the toolbar, click on "Send to Group".
4. Then select the **Ohio Library Snapshot Day 2013** group from the list.
5. That's it! (Click on "Your Photostream" in the top right corner to exit the Organizer.)

*Snapshot Day: A Day in the Life of Ohio Libraries is a project of the State Library of Ohio, the Ohio Library Council, OPLIN, the Academic Library Association of Ohio, OhioLINK, the Ohio Educational Library Media Association, and INFOhio. Each year, Ohio libraries will participate in this advocacy effort by collecting photographs, stories, information, and comments to get a snapshot of a typical day in Ohio libraries. All types of libraries are encouraged to participate to showcase what libraries do for Ohio residents.*

This document was originally created by the New Jersey State Library and the New Jersey Library Association for [New Jersey Snapshot Day 2011](#).