



**DIGITALNZ**  
Ā-TIHI O AOTEAROA

## About DigitalNZ

DigitalNZ (<https://digitalnz.org>) is primarily a search service which aims to make New Zealand digital content more useful and easily discoverable. We connect you to digital collections from our content partners — including libraries, museums, galleries, government departments, academic institutions, media, and community groups. On DigitalNZ you can discover digital items such as videos, maps, articles, historical items, and photographs, all for free.

# Search DigitalNZ

There are more than 30 million items on DigitalNZ. That's a lot to sort through! To help you navigate your way, we have multiple ways to view and explore DigitalNZ's content.

On the homepage, enter your search terms and hit enter. Filter the results by 'format' using the tabs beneath the search bar — 'Images', 'Audio', 'Videos' etc — and also by 'Content Partner', 'Collection', 'Usage' (copyright), and 'Decades'.

Our search tools also support some special features for controlling your queries.

Go to <https://digitalnz.org/help/how-to-search-digitalnz> to learn more search tips and tricks.

The screenshot shows the DigitalNZ search interface. At the top, a search bar contains the text 'gisborne' and a red 'SEARCH' button. Below the search bar, there are filter tabs for 'ALL' (675,096), 'IMAGES' (14,446), 'AUDIO' (1,537), 'VIDEOS' (242), 'STORIES' (25), and 'MORE' (658,815). Underneath these are further filters for 'CONTENT PARTNER', 'COLLECTION', 'USAGE', and 'DECADES'. The main content area displays a grid of search results:

- Gisborne Wharf, Gisborne**: Auckland Libraries. Includes a photo of the wharf and an 'ADD TO A STORY' button.
- Samuel Derek Parker**: Auckland War Memorial Museum Tāmaki Paenga Hira. Includes an 'ARCHIVE' icon and an 'ADD TO A STORY' button.
- Surf Lifesaving, Gisborne**: librarian. Includes a collage of photos and an 'ADD TO A STORY' button.
- Old Gisborne hospital - Mangapapa - Gisborne (Gis1-50/23)**: V.C. Browne & Son. Includes an aerial photo and an 'ADD TO A STORY' button.
- Gisborne High School F G R 5288**: Gisborne District Council, data.govt.nz. Includes a photo of the school building and a 'DATA' icon.
- Taruheru Cemetery Blocks**: Gisborne District Council, data.govt.nz. Includes a 'DATA' icon.
- Handwritten letter**: Includes a photo of a handwritten letter and an 'ADD TO A STORY' button.

## Reusing items on DigitalNZ

Before downloading, copying, or reusing any item found on DigitalNZ, you need to examine the item's terms of use and/or copyright statement. These can be found under the headings 'What is the copyright status of this item?' and 'What can I do with this item?'

Click on the 'view original item' button to check the content partner's website for any specific requirements such as style of attribution.

[VIEW ORIGINAL ITEM](#) 

## Commenting on an item on DigitalNZ

If you find an item where you can add more detail such as a person's name, or if you notice that there is an error in the description, you can let us know by adding a comment. The tool is a Facebook plugin located at the end of each item page. If you don't have a Facebook account, feel free to get in touch by emailing us at [info@digitalnz.org](mailto:info@digitalnz.org).

**0 comments** Sort by **Newest** 

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Add a comment... 


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 Facebook Comments Plugin

# Creating a story

DigitalNZ offers a space where you can create a story using the items on DigitalNZ. You can add text, upload your own images, and if you want, share your story with a wider audience. Visit <https://digitalnz.org/help/how-to-make-a-story> for more help on creating a story.

You don't need to have an account to search DigitalNZ but you do need to sign up to create a story. Look for the link to 'sign up' in the top right corner. Once you've entered your name and email address, you will need to click on the verification link in the email from DigitalNZ.

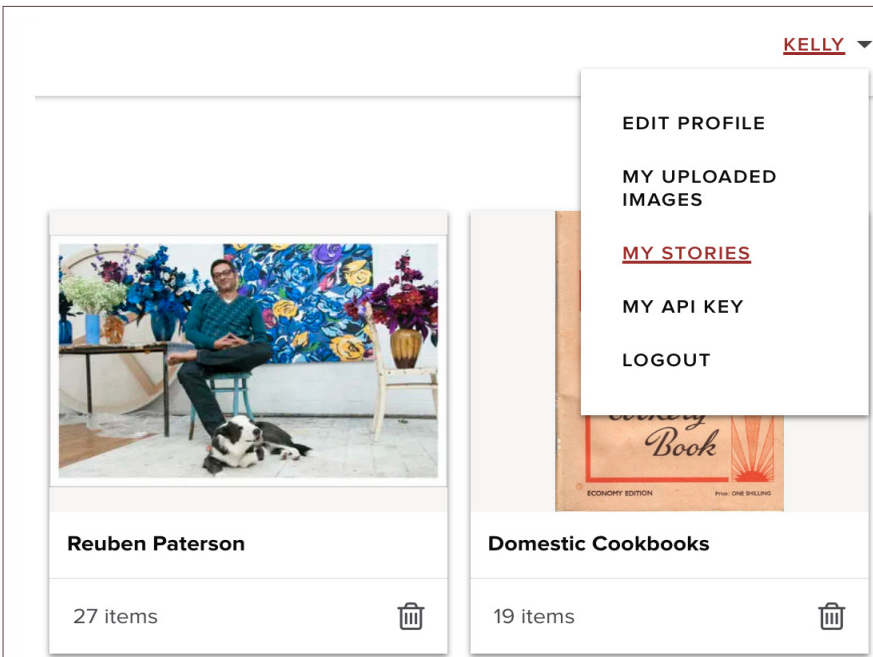


**y. Equipment, staff at work**  
Wellington City Council Archives

+ ADD TO A STORY

To add items to your story, click on the 'Add to a story' button.

Choose to create a new story or add to an existing one. To view your story, click on your profile in the top right corner.



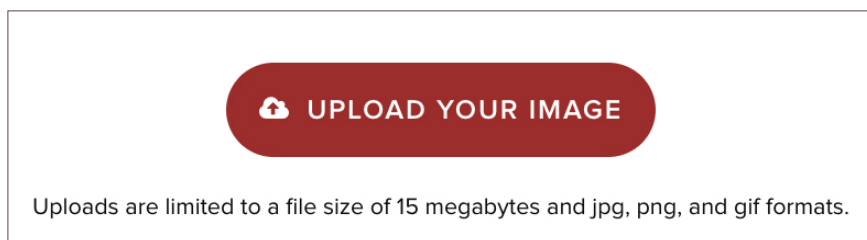
**KELLY** ▾

- EDIT PROFILE
- MY UPLOADED IMAGES
- MY STORIES**
- MY API KEY
- LOGOUT

**Reuben Paterson**  
27 items

**Domestic Cookbooks**  
19 items

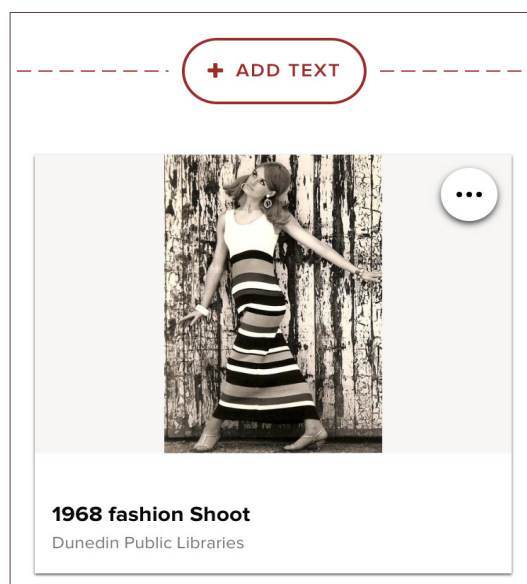
To upload your own image to a story, click on the **'upload your image'** button under the story header.



Add a title and description, then select a copyright status for the image. There are three options:

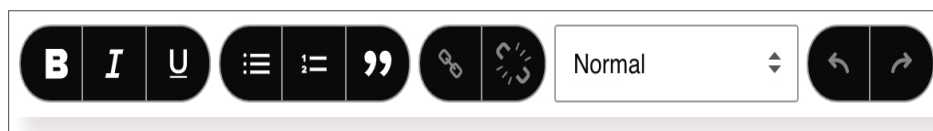
- Creative Commons 4.0 Attribution licence
- No known copyright
- All rights reserved.

The **copyright status flowchart** on page 7 of this handout can help you to select the correct status.



To add text to a story, click on the **'add text'** button.

Format your text using headings, bullets, web links and more.



Once you've finished, you can manage access to your story in the header. Choose from:

- private (you can only view the story when you are logged in)
- hidden (you can only see the story if you have the URL)
- or public (the story will appear in a search on DigitalNZ).

Note: Your story won't appear publicly until the DigitalNZ team have moderated it.

# Family history stories

Search 'family history' then filter by 'stories', to view genealogy stories. Or follow the URL below to view a selection of stories.

<https://digitalnz.org/stories/649cf0cf55679e0029d1e1a5>

Story title

## The Farry family of Dunedin

Story description

*Add a description here*

Story Subjects

Family history, Coory family, Farry family, Lebanese community in Dunedin

**Manage/change access** This story is hidden

## DigitalNZ social media

Follow us on Facebook and Twitter!

- <https://www.facebook.com/digitalnz>
- <https://twitter.com/DigitalNZ>
- Or email us at [info@digitalnz.org](mailto:info@digitalnz.org).

# Photographs: NZ copyright status flowchart

Disclaimer: This flowchart is of a generalised nature, for information only. Nothing in this flowchart constitutes professional advice and DigitalNZ is not responsible for any loss caused as a result of using this flowchart. Users should seek professional advice from a suitably qualified professional about specific issues.



## Notes on NZ copyright status flowchart

**Status changes:** New information may change the copyright status – you could even use the web as an opportunity to find out this information, using appropriate disclaimers.

**Conditions on use:** If a photograph is out of copyright any conditions placed by the copyright owner on its use are no longer binding. However, you may decide to observe other conditions such as donor agreements or protocols around images of taonga Māori.

**Privacy:** Individuals have the right to privacy in photos taken for private and domestic purposes on or after 1 January 1995. Privacy rights last for the duration of the copyright term.

**Fair dealing & educational use:** You can make copies of in-copyright photos for certain things, such as criticism, review, research, private study, and education. See Sections 42-43 of the Copyright Act 1994.

**Commissions & contracts:** Keep in mind that people who commission photographers to take photos own the copyright in the work unless there is agreement otherwise. Refer to Section 21(3) and (4) of the Act. Contractors can also negotiate to own copyright instead of their employer. The Commissioning Rule is currently being reviewed and may change.

**\*Reasonable enquiry:** Unknowns (such as assumptions about when a creator died or that a photographer is unknown) are subject to you making a 'reasonable enquiry', which you may have to defend.