



Minnesota Reflections

A digitization project of the Minnesota Digital Library
See full Call for Project Proposals at <http://www.mndigital.org/reflections/phase7.php>

Phase 7 – Application

May 10, 2010 – March 25, 2011

The Minnesota Digital Library will begin accepting May 10, 2010, applications for digitization projects in Phase 7. We will accept applications through March 25, 2010, or until we have committed all of our funding

Apply Early!

Directions: *All projects – complete Sections 1 and 4–8.
Photographic and image projects complete section 2.
Map and document projects complete section 3.
Applications may contain images, maps and/or documents.*

We designed this application to be completed on a computer. If you have questions or difficulties, contact the MDL outreach coordinator (information at end of application). Answers need not be long, but should be informative and thorough to help the selection committee understand and appreciate your project.

Section I – Organizational Information

Date: _____

Name of organization: _____

Address: _____

Organization's Web site: _____

Your organization type: _____

Contact person/Title: _____

Phone number: _____

E-mail address: _____

Organizations participate in Minnesota Digital Library scanning projects in one of two ways. In which way are you proposing that your organization participate in this project? (Check one)

- Type A (MDL digitizes. MDL funds pay for digitization.)
 Type B (You digitize. No MDL funding involved. (see below for Standards & Best Practices)

What types of objects are included in this application?

- Images – photographs, postcards, art work, other (complete section 2)
 Documents – letters, pamphlets, diaries, ledgers, texts (complete section 3)
 Maps (complete section 3)

Have you consulted with the MDL outreach coordinator on this project?

Yes No

Section 2 – Image projects

1 – Number of images to be digitized:

Does your project contain a photo album?

Does your project include post cards?

2 – Date range of images:

3 – General condition of images:

4 – Physical aspects: Describe the physical aspects of the collection. Include details such as the type the originals – glass plate negatives, film negatives, slides, postcards, drawings, etc. – and the number of images for each type. Also include the size range for each type of original and the range of physical condition of the images. If your project includes a photo album, include details, such as number of pages, number of photos per page. (This information is necessary to help us assign the project to a scanning center.)

5 – Content: **NOTE: All applicants submitting images for digitization must complete this section.**

Provide information about the content of the images, the subject matter and the general time range. Projects that include images created after December 31, 1959, must provide a compelling reason to digitize rather modern objects.

Section 3 – Document and/or map projects

1 – Number of individual documents and/or maps in project:

2 – Date range of documents and/or maps

3 – General condition of documents and/maps

4 – Physical aspects: List each document, set of documents, map or set of maps you are including in this application (such as blueprints or maps that were originally published or created as one document). Provide the date of each document/map or set of documents/maps. Provide the number of pages to be scanned in each document/map, the size of each document/map, if the document/map is handwritten, typed or printed, and the overall condition of each document/map. If other than English, tell us the language of the original and if it has been translated into English. Tell us if the document has been or needs to be transcribed. (*Describe each document/map or collection of documents/maps.*)

5 – Content: **NOTE: All applicants submitting documents/maps for digitization must complete this section.**

Provide information about the content of the documents/maps. Projects that include images created after December 31, 1959, must provide a compelling reason to digitize rather modern objects

6 – If the document(s) is handwritten, has it been transcribed?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
7 – Is the transcription available in electronic form?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
8 – Does the document need to be translated?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
9 – Do you need MDL assistance to transcribe/translate the document(s)?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Section 4 – Audio Recordings (tape only)

1 – Number of hours of audio recording to be digitized:

Does your project include transcripts?

Do your transcripts need digitizing?

2 – Date range of recordings:

3 – General condition of recordings:

4 – Physical aspects: Describe the physical aspects of the collection. Include details such as tape size of the originals, the number hours of recording, the overall condition of the tapes and the number of pages of transcripts.

5 – Content: **NOTE: All applicants submitting recordings for digitization must complete this section.**

Provide information about the content of the recordings, the subject matter and the general time range. Projects created after December 31, 1959, must provide a compelling reason to digitize rather modern objects.

Section 5 – The value of your project

NOTE: THIS IS A CRITICAL PART OF THE APPLICATION. The selection committee looks here for answers to their questions about why they should approve your application.

1– Describe the value visitors to the Minnesota Reflections Web site will find in the objects in your proposed project. How will your project add to or complement the items in Minnesota Reflections?

2– Describe how your digitization project is important to sharing with the rest of Minnesota the history of your town, city, county or the state. How will this project help in your outreach efforts?

3 – TYPE B applicants only: All type B applicants may only submit digital objects that comply with MDL Standards & Best Practices (at <http://www.mndigital.org/digitizing/standards/>). Please discuss your understanding of these best practices and explain your ability to comply with them, including staff expertise.

Section 6 – Ownership

The Minnesota Digital Library requests that organizations propose digitizing only images, documents and maps to which they have clear provenance. We ask that you double check your ownership of the objects you are seeking to contribute to the Minnesota Digital Library.

The MDL, in working with organizations, is seeking to clarify this aspect of digitization project planning. Below are questions we find important to making digital collections available to the public. Please discuss ownership with the Minnesota Digital Library outreach coordinator as you develop your project.

- | | | | | |
|--|-----|--------------------------|----|--------------------------|
| • Are all of the objects in the public domain? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| • Are most of the objects in the public domain? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| • If the objects are not in the public domain, do you have some or all copyright responsibility for the objects? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| • Can you give the Minnesota Digital Library Coalition digital electronic distribution rights to the objects in this proposal? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |

You may attach to this application documentation that demonstrates that your institution has the right to copy and distribute these objects. The MDL outreach coordinator may ask for this information.

Section 7 – Delivery and Copies

If you are a Type A participant, we plan for transporting your collection to a Minnesota Digital Library digitization center. This plan may include assistance from the MDL. Knowing this information will help us determine overall workload for your project. Please indicate below your current preferences for delivery. Check one.

- My organization will arrange for delivery of the collection to the digitization site.
- The MDL will need to assist in transporting objects from my location to the digitization site.
- I would like to discuss delivery options with the MDL outreach coordinator.

Type B: My organization will deliver digital objects on (circle one):

CD Flash drive Secure FTP

My organization will have its collection ready for delivery by

The Minnesota Digital Library provides Type A participants with copies of the master, access and thumbnail photos. You may receive them on DVDs or CDs. Please indicate your preference.

My organization would prefer

CDs	<input type="checkbox"/>
DVDs	<input type="checkbox"/>

NOTE: Because some projects are so large, we may need to require that the copies be provided on DVDs. The MDL representative will discuss this with the applicant when necessary.

Section 8 – Metadata

The Minnesota Digital Library requires that each contributing organization, including Type B organizations, commit to providing in a timely manner quality descriptive metadata for each

object added to Minnesota Reflections. Your collection in Minnesota Reflections only becomes available to the public once we combine the metadata with the scanned images. To bring collections up as soon as possible, **we strongly encourage you to submit your metadata quickly**. Please, talk to the Minnesota Digital Library outreach coordinator about this aspect of the project.

Workflow for Type A organizations: Complete application. After approval of project, the MDL scans your objects and returns to you the originals and the digital copies on DVDs or CDs. We send you through e-mail an Excel spreadsheet that has the technical metadata completed. You then add the descriptive metadata to this spreadsheet. Once you have completed the spreadsheet, you send the completed spreadsheet to the MDL for review. The MDL may return it for corrections or additional information. Once approved, the MDL joins the metadata with the image as your collection is loaded into the Minnesota Reflections database.

Workflow for Type B organizations: Complete application. After approval of project, the MDL sends you through e-mail a blank Excel spreadsheet and MDL metadata guidelines. You complete all required cells, including technical metadata about the scanning process, and most optional cells. You send completed spreadsheet to the MDL for review. The MDL may return it for corrections or additional information. Once the metadata is approved, the MDL makes arrangements to receive your digital objects. The metadata and digital objects are joined as your collection is loaded into the Minnesota Reflections database.

We ask participants to commit to completing the metadata within four to six weeks of receiving from the MDL the master files of the digitized objects and their Excel spreadsheet. The time frame depends on the size and complexity of your project. To get a sense of the work involved, please review the metadata guidelines and the metadata sample spreadsheets available under the “Standards and practices” section of the Minnesota Digital Library home page – <http://www.mndigital.org/digitizing/>. Also consult with the MDL outreach coordinator who will help you plan to meet this commitment.

Indicate below the amount of time you estimate you will need to complete your metadata.

- 2 to 4 weeks
- 4 to 6 weeks
- 6 to 8 weeks
- More than 8 weeks

Section 9 – Permissions

To make the digital library valuable to its users, we ask participating organizations to formally accept the conditions of participation by signing off on the statements below:

I (We) have read the MDLC [Policy on Digital Rights and Ownership](#) and hereby agree to the terms set forth in that policy statement.

Authorized Representative:

Date:

While objects in Minnesota Reflections are intended for non-profit, educational use, that use is based upon the principal of individuals procuring the original content and copyright holder’s permission to use these objects. To expedite requests to repurpose objects in MDL collections for

educational purposes, we, the Minnesota Digital Library Coalition, ask that contributing institutions sign the following:

I (We) hereby allow the use of my (our) institution's MDL project images for non-profit educational purposes such as online curriculum presentations at the MDL Web site, classroom presentations, and other non-profit educational uses (including but not limited to re-purposing or using electronic utilities such as PowerPoint).

Authorized Representative:

Date:

Section 10 – Submitting your application

Send an electronic version of the completed application to:
Marian Rengel, Minnesota Digital Library outreach coordinator
mrregel@stcloudstate.edu

Mail the signed version to:
Marian Rengel, Minnesota Digital Library outreach coordinator
Miller Center 112
St. Cloud State University
720 Fourth Ave. S.
St. Cloud, MN 56301-4498

For consultations call:
Marian Rengel, Minnesota Digital Library outreach coordinator
320-308-5625

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