



Call for project proposals for Minnesota Reflections

- A collection of the Minnesota Digital Library
- Originals contributed by cultural heritage organizations from across Minnesota
- Funded by Library Service and Technology Act grants from State Library Services

– Phase 7 –

May 10, 2010 – March 25, 2011

Beginning May 10, 2010, the Minnesota Digital Library will accept applications for digitization projects for Phase 7 of Minnesota Reflections. When the MDL does the scanning, the MDL pays for the scanning. Organizations may also apply to contribute collections to Minnesota Reflections that they have digitized if the work was done to MDL standards (<http://www.mndigital.org/digitizing/standards/>). All organizations work with the MDL outreach coordinator to plan their projects then complete an application for the project. When digitizing is complete, organizations work with the MDL to create the necessary metadata. Once digitized, the MDL delivers these images to the public through its [Minnesota Reflections](#) Web site and provides the contributing organization with a full set of digital images.

The application form is available at <http://www.mndigital.org/reflections/phase7.php>

Application Advice:

- Contact the MDL outreach coordinator as soon as possible to talk over your ideas and collections.
- Apply early to ensure we have funding for your project.
- We have funds to assist with transcripts of handwritten documents and audio recordings. Consult with the MDL outreach coordinator
- We will accept applications until we have committed all of our funding or until March 25, 2011.
- Submit applications as soon as possible.
- Once the application is in and approved, we can arrange for delivery.
- Organizations may submit more than one application during the year depending upon demand and availability of funds.

Criteria

1. Applications must come from formal organizations which open their collections to the public and which have the legal right to grant to the Minnesota Digital Library (MDL) the right to electronically publish all objects digitized by the MDL on its Minnesota Reflections Web site.
2. Objects submitted for digitization must be of or about Minnesota and be held by organizations in Minnesota. (The MDL's collection policy is narrower than most organizations choose for their own collection policies.)
3. In their applications, organizations will need to establish the value of digitizing the objects they propose for an MDL project. Minnesota Reflections has grown to more than 45,000 objects and

we need to compare incoming projects with those we digitized in phases 1-6. We ask that you consider the social, cultural and intellectual value of the objects you would like us to digitize. Consider how the objects will inform visitors to Minnesota Reflections, particularly K-12 and college students, family historians, and life-long learners. Consider how your collections will complement and enhance those already in Minnesota Reflections.

4. Organizations are strongly encouraged to work with the MDL outreach coordinator in planning projects. A guide to planning digitization projects, including a bibliography of resources, is available at our "Standards & Best Practices" web page (<http://www.mndigital.org/digitizing/standards/>).

Type A – Organizations seeking MDL digitization services

The Minnesota Digital Library spends grant dollars to have our scanning centers digitize cultural heritage collections. Organizations plan projects and deliver the originals, once the project is approved, to one of these scanning centers. The MDL returns originals to the organization. Then staff or volunteers at organizations quickly completes the metadata spreadsheet and returns this to the Minnesota Digital Library. Finally, the MDL makes the images available to the public at the Minnesota Reflections Web site.

Project guidelines

1. Applications are for digitizing original two-dimensional cultural heritage objects, such as photographic negatives and prints, artwork, architectural drawings, documents and maps. (We do not accept copy negatives nor prints made from copy negatives.) **In Phase 7, the MDL will also accept audio recordings made on magnetic tape, such as reel-to-reel and cassettes.**
2. Original objects may have been created at any time.
3. Organizations must be able to demonstrate that images, documents, maps, and audio recordings are originals and are in the public domain or that the organization has clear copyright to each object in the application and is able to grant the MDL the right to publish the objects on the Minnesota Reflections Web site. (For a copyright primer, see <http://www.lib.umn.edu/copyright/PDchart.phtml>.) Please contact the MDL outreach coordinator to discuss ownership and copyright issues.
4. New projects must complement or add depth to Minnesota Reflections. Explore our collection as you consider and plan a project with the MDL.
5. Originals larger than 40 x 60 inches require special attention and must be clearly identified in the application and discussed with the outreach coordinator.
6. Original objects must be in good enough condition to tolerate delivery to a scanning center.
7. Image projects may contain no fewer than 50 and no more than 500 original photographs, negatives, or graphic objects, including artwork and posters (not copy negatives). Projects may contain no more than 250 postcards. Images should portray scenes of the people and places within Minnesota.
8. Document projects may include letters, diaries or other text-based objects, whether handwritten or printed, that personalize the stories of Minnesota. Handwritten documents must include transcriptions. The MDL has funds to help provide transcriptions, available on a first come, first served basis. Please discuss your document digitization projects and transcription needs with the MDL outreach coordinator as you prepare an application. We recommend that organizations seeking to digitize hand-written documents apply early to allow transcription time.
9. Map projects may include plat books or other collections as well as individual maps. The MDL has put no minimum or maximum limit on the number of maps a contributor may propose to digitize. Contact the MDL outreach coordinator to discuss your map projects.
10. Audio recordings must be originals and must also comply with copyright laws. The MDL digitizes only audio recordings on magnetic tape, in any size and format. Prime examples are oral history projects. The MDL requires that all audio projects include typed transcripts and prefers

collections for which organizations have typed transcriptions. However, the MDL has funding to support transcription work. Consult the MDL outreach coordinator on all audio projects.

11. Participants must provide in a timely manner, and using the MDL guidelines and spreadsheets, descriptive information (metadata) about each image, such as title, creator, description, date, format, identifying number, rights, and ownership. After digitization, the MDL sends each organization an Excel spreadsheet that lists each digitized item. We also send guidelines for completing these spreadsheets. The MDL outreach coordinator provides training on metadata creation and on completing the Excel spreadsheet and guidelines. To learn more about MDL's metadata expectations, review the metadata guidelines and sample spreadsheets (in .pdf format, not for actual use) under "Standards & Best Practices" at <http://www.mndigital.org/digitizing/standards/>.
12. The Minnesota Digital Library will accept applications on a first-come first-served basis. Each application will go through a review process, which begins with an assessment by the MDL outreach coordinator. She will work with organizations to clarify and strengthen the applications. Then the MDL selection committee will review the applications. Reviewers are teachers, historians, librarians, and photo and document curatorial professionals. They assess the value of the objects proposed for Minnesota Reflection based on current items in the collection, their knowledge of collections accepted in Phases 1-6, and their individual expertise.

Type B – Organizations with digital collections or digitization resources

Organizations with existing digital collections or with digitizing resources and skills adequate to meet MDL best practices may submit applications for projects they have scanned or will scan. The MDL does not provide funding for these projects. Organizations plan projects and submit applications. Once the project in the application is accepted, these organizations complete an MDL metadata spreadsheet. Finally, the organization submits the digital images and the metadata to the MDL, working with the outreach coordinator on an appropriate methods of data transfer. Note: Type B organizations are eligible for transcription funds for hand-written document projects.

Project guidelines

1. Existing digital objects must have been scanned to standards that meet or exceed MDL standards (See "Standards & Best Practices" at the MDL Web site (<http://www.mndigital.org/digitizing/standards/>), particularly the "Digital Imaging Best Practices.")
2. The participating institution itself will scan the objects in its project. If the digital objects in your project do not meet MDL standards, we will recommend that you rescan from originals or allow the MDL to digitize the original images to its standards. (If the MDL needs to rescan, your application becomes a Type A project and is then eligible for MDL funding. Please review Type A guidelines.)
3. Original objects may have been created at any time.
4. Organizations must be able to demonstrate that digitized images, documents and maps were scanned from originals that are in the public domain or that the organization has clear copyright to the originals. The organization must be able to grant to the MDL the right to publish the digital copies on the Minnesota Reflections Web site. (For a copyright primer, see <http://www.lib.umn.edu/copyright/PDchart.phtml>) Please contact the MDL outreach coordinator to discuss ownership and copyright issues
5. New projects should complement or add depth to Minnesota Reflections. Explore our collection as you consider and plan a project with the MDL.
6. Image projects include photographs, negatives, postcards or graphic objects, including artwork and posters. They must not include digital copies made of copy negatives or prints made from these negatives. Images should portray scenes of the people and places within Minnesota.

7. Document projects include letters, diaries, or other text-based objects, whether handwritten or printed, that personalize the stories of Minnesota. Handwritten documents must include transcriptions. The MDL has limited funds to help provide transcriptions. Discuss your document digitization projects and transcription needs with the MDL outreach coordinator as you prepare an application.
8. Map projects may include plat books, individual maps, or additional resources.
9. Audio recordings must comply with copyright laws. Audios recordings must be digitized to MDL Best Practices (<http://www.bcr.org/dps/cdp/best/digital-audio-bp.pdf>). Prime examples are oral history projects. The MDL requires that all audio projects include typed transcripts and prefers collections for which organizations have typed transcriptions. However, the MDL has funding to support transcription work. Consult the MDL outreach coordinator before considering a audio project.
10. Metadata, both descriptive and technical, must comply with the forms and procedures of the MDL. Participants must provide descriptive and technical information about the digital files they submit for inclusion in Minnesota Reflections. Consult the MDL Metadata Guidelines and sample spreadsheets at <http://www.mndigital.org/digitizing/standards/>. Note specifically items 25-40, the technical metadata.
11. The MDL will work with the organization to bring these digital objects into Minnesota Reflections.
12. The MDL will work closely with organizations to assess such collections. Please direct questions to the MDL outreach coordinator.
13. The MDL will provide training on the creation of descriptive and technical metadata and on digitization standards as needed and will work with the participant on database compatibility.
14. Where applicable, Type B organizations must also follow the guidelines for Type A organizations.

To plan a project and prepare an application:

1. Confer with the Minnesota Digital Library outreach coordinator. Invite her for a visit, call her on the phone, send her an e-mail. Start the conversation early!
Marian Rengel, Minnesota Digital Library Outreach Coordinator
St. Cloud State University
mrregel@stcloudstate.edu
Office: (320) 308-5625
2. Also ask which collections would benefit your organization by making them readily available to you and your patrons and by protecting originals from harm and further deterioration.
3. Determine which of your collections could well serve the people of Minnesota if they were made available in digital form through the MDL's Minnesota Reflections Web site – <http://reflections.mndigital.org>.
4. Conduct research at the Minnesota Reflections Web site to see how your collections complement and enhance existing collections. Reviewing Minnesota Reflections will help you develop a sense of what other organizations have found important to digitize.

About the Minnesota Digital Library and Minnesota Reflections

The primary purpose of the Minnesota Digital Library's Minnesota Reflections digitization project is to provide the people of Minnesota with access to collections, otherwise very difficult to access, from across the state. To achieve that goal, the MDL assists cultural heritage organizations across the state with converting valuable resources to digital formats for the use of Minnesotans and people across the country and around the world. We seek to share digital expertise and services to create access to the state's hidden treasures. To achieve this goal, we provide digitization services, and training and assistance in project development, metadata creation, and using best practices and standards for digitization work.

Because many of the people who use Minnesota Reflections are students, we ask that participants review the summary of the Minnesota History Standards for K-12 teachers available at <http://www.mndigital.org/educators/>. You are in no way required to address these standards, but we do hope that you will consider them as you plan your project.

MDL Digitization Standards

The MDL has adopted the “Western States Digital Imaging Best Practices” and “Dublin Core Metadata Best Practices.” The MINITEX Advisory Committee and the State Library Services Advisory Council approved these best practices. Interested participants will find information at <http://www.mndigital.org/digitizing/standards/>. The MDL will work with participants to follow these standards in creating images for the Minnesota Digital Library.

Copyright Guidelines for Minnesota Reflections

Works produced prior to 1923 avoid many copyright issues. For objects created after 1923, each organization is responsible for determining and assuring that objects contributed to Minnesota Reflections are either in the public domain or are within the rights of the organization to copy and redistribute. Your organization must be able to grant to the Minnesota Digital Library the right to copy the objects digitally and to redistribute these objects electronically. Each organization is responsible for conforming to prior copyright agreements made with their donors. The MDLC will work with applicants to understand and comply with copyright law. Confer with the MDL Outreach Coordinator on copyright questions and concerns. The University of Minnesota Libraries has created an in-depth Web site to help people understand copyright issues: www.lib.umn.edu/copyright/PDchart.phtml.

Access to Minnesota Reflections through OCLC’s WorldCat database

The Minnesota Digital Library Coalition is working with the library service organization OCLC to include the Minnesota Reflections collection in their WorldCat database, the largest collection of information on library content (learn more at <http://www.worldcat.org/whatis/default.jsp>). Projects that organizations complete in Phase 7 will become part of this database. Organizations that have completed digitization projects in earlier phases are already included in the project. Newly contributing organizations should discuss this work with the MDLC outreach coordinator, who will then work with them to gather the information needed to include their contributions to Minnesota Reflections in the WorldCat database.

Submitting an Application

- Please consult with MDLC outreach coordinator concerning the specifics of your project and your needs. Let her know early and often that you will be submitting an application.
- Send applications and questions to:
Marian Rengel, Minnesota Digital Library Outreach Coordinator
Miller Center 112
St. Cloud State University
720 Fourth Avenue South
St. Cloud, MN 56301-4498
mrregel@stcloudstate.edu
Office: (320) 308-5625
Fax: (320) 308-4778 (shared)

Additional information about the Minnesota Digital Library is available online at www.mndigital.org/

