



MINNESOTA REFLECTIONS

A digitization project of the Minnesota Digital Library
See full Call for Projects at <http://www.mndigital.org/reflections/phase8.php>

Phase 8 – Application

September 2011 – April 30, 2012

The Minnesota Digital Library is accepting Phase 8 applications for digitization projects. We will accept applications through April 30, 2012.

NOTE: The MDL requires that organizations interested in applying for a *Minnesota Reflections* project have a pre-application discussion with the Minnesota Digital Library Outreach Coordinator. Contact Marian Rengel at mrregel@stcloudstate.edu or 320-308-5625 before beginning an application

Apply Early!

Projects may include digitization of originals in a variety of formats.

Directions: Complete this application on a computer. If you have difficulties with this form, contact the MDL Outreach Coordinator. Make your answers informative and thorough to help the Minnesota Reflections 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: _____

Have you consulted with the MDL Outreach Coordinator on this project? Yes No
(If no, do so before proceeding.)

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

- Type A (MDL manages your digitization project)
- Type B (You conduct the digitization project, following MDL Standards & Best Practices)

This project includes:

| | |
|--|---|
| | Images – photographs, postcards, art work, other |
| | Documents – letters, pamphlets, diaries, ledgers, texts |
| | Maps |
| | Newspapers |
| | Multimedia (audio, video, film) |

Section 2 – Object Description (complete all that are appropriate)

1) Images: Total number of images to be digitized:

Format(s) of originals (include all):

Size range of originals:

Does your project contain photo albums? How many?

Does your project include postcards? How many?

2) Maps: Total number of maps to be digitized:

Size range of maps to be digitized:

3) Documents: Total number of individual documents to be digitized:

Total number of pages to be digitized:

Size range of pages to be digitized:

Newspapers only: Number and size of microfilm reels (where applicable)

| | | | | |
|---|-----|--------------------------|----|--------------------------|
| Have handwritten documents been transcribed? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Are the transcriptions available in electronic form? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Have documents been translated into English? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Are the translations available in electronic form? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Do you need MDL assistance to transcribe/translate document(s)? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |

4) Audio Recording: Total number of hours to be digitized

Format(s) of recordings

Do you have transcripts of the recordings? In what format?

Do the transcripts require digitization? If yes, # of pages:

5) Video Recordings: Total number of hours to be digitized

Format(s) of recordings

Do you have transcripts of the recordings? In what format?

Do the transcripts require digitization? If yes, # of pages:

6) Date range of all objects to be digitized

7) General condition of objects to be digitized

(Be specific for each format in the project. If your project contains more than one format, describe the condition of each type of object. Example: Book pages are fragile. Photographs are in good condition with some torn edges)

Section 3 – Content and Value

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 – CONTENT: Describe the general content of the materials in your project. Discuss the subject matter, the general time range, and any specifics that help you explain your project.

2– VALUE to *Minnesota Reflections*: Describe the value visitors to *Minnesota Reflections* will find in the objects in your proposed project. How will your project add to or complement the items in *Minnesota Reflections*?

3– VALUE to your organization: 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?

4 – 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 requires that organizations propose digitizing only objects to which they have clear provenance. We ask that you double check your ownership of the objects you are seeking to contribute to *Minnesota Reflections*.

Below are questions that are 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 digital electronic distribution rights to the objects in this proposal? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |

When asked to do so or when you find it important to do so, attach to this application documentation that demonstrates that your institution has the right to create a digital copy of the original and to distribute that digital copy to the public. The MDL Outreach Coordinator may ask for this information.

Section 7 – Delivery and Copies

For Type A participants: Transporting your collection to a Minnesota Digital Library digitization center will be part of your project. Indicate below your current preferences for delivery. Check one.

| | |
|--------------------------|---|
| <input type="checkbox"/> | My organization will arrange for delivery of the collection to the MDL digitization center. |
| <input type="checkbox"/> | I would like to discuss delivery options with the MDL Outreach Coordinator. |

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

CD Flash drive External Hard 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 digital masters as well as JPEG access and thumbnail derivatives. You may receive them on DVDs or CDs, depending on the size of your project. An MDL representative will discuss this with you.

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 and administrative metadata, and when necessary, technical metadata, for each object added to *Minnesota Reflections*. Your collection in *Minnesota Reflections* becomes available to the public once we combine the metadata with the scanned images. To put collections in *Minnesota Reflections* 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. *Minnesota Reflections* Metadata Guidelines and web-based tutorials on these guidelines are available at the Minnesota Digital Library website (<http://www.mndigital.org/digitizing/standards/>).

Workflow for Type A organizations:

- Discuss your ideas with the MDL Outreach Coordinator
- Complete the application.
- After review of your application by the *Minnesota Reflections* Selection Committee and MDL approval of your project, you deliver the originals to the designated MDL scanning center.
- The MDL scans your objects and returns to you the originals and the digital copies.
- We arrange with you training in Minnesota Reflections metadata guidelines and standards then send you through e-mail an Excel spreadsheet that you will then complete.
- You add the descriptive and administrative metadata to this spreadsheet.
- You send the completed spreadsheet to the MDL for review. The MDL may return it for corrections or additional information.
- Once the MDL approves your metadata spreadsheet, the MDL joins the metadata with the image as your collection is loaded into the *Minnesota Reflections* database.

Workflow for Type B organizations:

- Discuss your ideas with the MDL Outreach Coordinator
- Complete the application.
- After review of your application by the *Minnesota Reflections* Selection Committee and MDL approval of your project, the MDL sends you through e-mail a blank Excel spreadsheet and *Minnesota Reflections* metadata guidelines and provides training on MDL metadata guidelines.
- You digitize your materials to MDL standards, or work with a vendor to do so, or you review your digital collections to confirm that they meet MDL digitization standards.

- You complete the metadata spreadsheet according to MDL requirements, including technical metadata about the scanning process.
- You send the completed spreadsheet to the MDL for review. The MDL may return it for corrections or additional information.
- Once the MDL approves your metadata, you and an MDL representative make arrangements to receive your digital objects. You deliver your 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. 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” (available at <http://www.mndigital.org/about/policy/>) 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, ask that contributing institutions agree to 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 or course management software).

Authorized Representative:

Date:

Section 10 – Submitting your application

Send an electronic version of the completed application to:

Marian Rengel, Minnesota Digital Library outreach coordinator
<mailto:mrrengel@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, e-mail or call:

Marian Rengel, Minnesota Digital Library outreach coordinator
<mailto:mrregel@stcloudstate.edu>
320-308-5625

The Minnesota Digital Library is supported by the Minnesota Arts and Cultural Heritage Fund of the Minnesota Clean Water, Land and Legacy constitutional amendment. Minitex (<http://www.minitex.umn.edu/>) the administrative home of the MDLC, also provides funding support for the MDLC.

September 2011