CHDA Guidelines 2019

2019 Award Guidelines

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Introduction

Overview of the Program

The Mississippi Digital Library's (MDL) mission is to showcase the digitized resources of the state's archives, libraries, museums and other cultural heritage institutions through centralized access to digital materials; promoting institutions' collections within the state and beyond; and offering educational opportunities on digitization, content and digital file management, and digital preservation. Beyond the primary mission, the MDL offers a content hosting service to institutions unable to host digital collections themselves.

Overview of the Award

The purpose of this award is to provide digitization and training services to an institution with a significant scholarly resource who is lacking the technical, physical, or human resources needed to complete digitization and/or host the resulting digital collection. The chosen collection will be digitized and published electronically as part of the MDL Collections. The award is open to all institutions within the state of Mississippi whose proposed collection fits the eligibility requirements. Applicants need not be an academic library; public libraries, museums, historical societies, research centers, or any other cultural heritage institutions are welcome to apply.

> ℹ️ *Institutions do not need any previous experience digitizing archival materials or creating metadata. The Mississippi Digital Library staff will provide the winning institution with any training necessary to fulfill the award requirements.*

Award Description

The awardee(s) will receive 80 cumulative hours of on-site archival quality digitization services (see digitization standards at the end of this document) which will be completed by the digitization team over a one week period, a copy of all master and access digital files, a digital collection in the MDL, a digital exhibit featured on the MDL website, and digitization training to aid in future projects. The digitization work will be performed by selected librarians, archivists, and other digital initiatives staff from THE FOLLOWING BOARD MEMBER INSTITUTIONS: Delta State University, the Mississippi Department of Archives and History, the Mississippi Digital Library, Mississippi State University, the University of Mississippi, and The University of Southern Mississippi. It is expected that one proposal will receive the award per award cycle.

Digitization will occur during a one-week period in August 2019. The award staff will arrive 8 a.m. the Monday of the chosen week in August and begin initial set up. They will begin digitizing materials after equipment set-up until 5 p.m. Monday evening and will continue digitizing materials Tuesday through Friday, 8 a.m. to 5 p.m., with a one-hour break. The award staff will work until all materials have been digitized or 5 p.m. Friday, whichever should occur first.

Eligibility Requirements

Institution Eligibility

Any institution located within the state of Mississippi may be considered for the award regardless of political, religious, or other affiliation. Institutions, for the purposes of this award, are defined as societies or organizations founded for educational, social, political, religious, or other purpose.

Any non-member, current member, or previous member institutions (excluding board member institutions) are eligible to apply for the award. Non-member and previous member institutions must be willing to enroll in or reactivate membership in the MDL.

> ℹ️ *Personal collections are not eligible for the award. We encourage personal collectors to collaborate with an eligible institution if they wish to apply.*

Collection Eligibility

Collections will be considered eligible for the award if they meet the following qualifications:

A. Collections and materials selected will reflect Mississippi's available history from pre-colonial times to the present, its varied population, urban and rural experiences, and divergent of points of view.

B. Collections and materials that do not pertain to Mississippi history may be selected if representative of a significant scholarly resource located within the state as long as they serve the educational, recreational and information needs of the MDL users.

C. Materials must be in the public domain or have permission granted to digitize and make publicly available. (This may be completed after receiving the award; see project eligibility for more details.) The contributing institution assumes all responsibility for securing permissions for collections and items. The MDL is not liable for any infringement of copyright or privacy laws.

D. Metadata must be complete and conform to standards established by the MDL. (This may be completed after receiving the award, see project eligibility for more details.)

E. It is not necessary to completely digitize a collection; a project may consist of partial digitization of a collection(s). Materials may include, but are not limited to, photographs, letters, manuscripts, postcards, books, maps, slides, and finding aids.

F. Only permanent collections residing at an institution may be included. Collections such as those on loan from another institution or personal collections are not accepted.

G. The preferred language for collections is English. Other languages may be accepted as appropriate.

Project Eligibility

In addition to meeting the award and collection eligibility requirements, projects must meet certain additional requirements. Please note that projects originating in institutions who are or have not previously been a member of the MDL, or that concern the digitization of important fragile resources to help extend the life of the physical resource, will receive special consideration.

All projects must address the copyright status of the materials to be digitized. It is not necessary to secure the appropriate permissions for materials prior to submitting a project proposal; however, a detailed plan must be included with the application concerning how copyright permissions will be handled. The plan must include what permissions will need to be obtained and how they will be obtained, as well as contingency plan if permissions for the selected materials cannot be secured. Please contact the MDL staff located at the end of this document with questions concerning what permission may be necessary to obtain regarding your materials.

Applicants must be willing to create metadata for all items included in the project and meet the standards set forth by the MDL. No prior knowledge of or work with metadata is necessary, the MDL will provide training as appropriate. Metadata is not required to be completed before submitting a proposal; however, all metadata must be completed and submitted **prior to digitization week.** All applications must include a plan and timeline for creating the required metadata.

All projects must be able to be completed within the week designated for digitization, or an estimated 80 hours. There is no size or quantity limit regarding materials; however, an overview of the materials and the time required to digitize them must be included with the application. ****Please note: At this time, we are unable to digitize microfilm or microfiche. Applications proposing these materials will be automatically disqualified.**** Use the table below to determine the digitization timeframe of your selected materials. Times are based on various equipment and digitization standards; for more information see the additional information section. Contact the MDL staff listed at the end of this document with further questions.

> *Please note that oversize materials (larger than 25" x 25") will require significantly more time to digitize. If you wish to include materials larger than this in your project, contact the MDL staff to help determine digitization time.*

Material	Time required for digitization and processing
8" x 11.5" or smaller, includes photographs, postcards, documents, journals, etc.	6 minutes per page/item

Material	Time required for digitization and processing
12" x 17", include small maps, certificates, large photographs, etc.	12 minutes per page/item
Large format items that can be placed on a flatbed scanner (12" x 17" to 25" x 25")	Divide item in 12" x 17" or smaller sections, 12 minutes per section
Items that require photographing, 25" x 25" or smaller	30 minutes per photograph
Items larger than 25" x 25"	Contact the MDL staff to determine digitization time
Negatives, 35mm film	5 minutes per negative
Negatives, other formats	Contact the MDL staff to determine digitization time

Timeframe

The following timeline has been established to provide applicants information about the award cycle and to assist in developing projects and applications.

Milestone	Date
Award Cycle Opens	October 1, 2018
Application Deadline Applications postmarked or electronically delivered after this date will not be reviewed	November 30, 2018
Application Review by Committee The award committee will review and decide on semi-finalists	December 2018
Review and Approval of Semi-finalists by the Director The Director of the MDL will review and approve committee's recommendation	December 2018
Semi-finalist Announcement Semi-finalists will be notified and email and site visits scheduled	December 2018
Semi-finalist Site Visits The award committee and MDL Director will participate in semi-finalist site visits	January 2019

Semi-finalist Review The award committee and MDL Director will review and decide the final awardee	February 2019
Award Announcement Awardees will be notified by letter and email and contract development begins	February 2019
Contract Deadline Contract must be fully developed and signed by all parties	March 2019
Project Preparation Date which all award requirements must be completed	March - August 2019
Digitization Period A one week period, Monday – Friday	August 2019
Upload Period Collection and file processing done by the MDL	September 2019
Collection Launch	October 2019
Final Report Due	January 31, 2020

Application Process

Application Process and Checklist

- ☐ Review the award cycle materials. The award cycle opens on October 1, 2018. An announcement of the award cycle will be sent via email to the current members of the MDL, the MDL mailing list, any person or institution requesting notification, and it will be posted on social media.

  Application materials may be obtained by downloading and printing the forms, guidelines, and other materials from the MDL website or by contacting the MDL staff listed at the end of this document.

- ☐ Review the eligibility criteria located within the application to determine eligibility status.

- ☐ Complete eligibility assessment by marking yes or no for each item in the eligibility criteria section of the application.

☐ Answer all question in the application in a separate proposal document attached to the signed application form. **All questions must have a response.**

☐ Questions regarding the application process, eligibility requirements, collection appropriateness, or any other issues regarding proposals may be submitted by phone or email to the MDL staff listed at the end of this document. **Please note: While the MDL staff will be available to answer questions, they will not be able to proofread or comment on draft proposals.**

☐ Secure all required signatures.

☐ Submit application and proposal to the Mississippi Digital Library. Application materials must be **emailed by 4 P.M. on Friday, November 30, 2018 or postmarked by Friday, November 30, 2018.** Faxed and hand delivered application materials are not accepted.

Application materials may be submitted to the following addresses:
   By Email: contact@msdiglib.org

   By Mail: Mississippi Digital Library
            Digitization Award Program
            118 College Dr. #5148
            Hattiesburg, MS 39406-0001

☐ Applicants will be notified of receipt of application within 48 hours of the Mississippi Digital Library receiving the completed application.

☐ The Digitization Award Committee will review applications and make semi-finalist recommendations to the MDL director for approval.

☐ All applicants will be notified by email and/or mail of the semi-finalist decisions.

☐ Site visits will be scheduled and conducted with semi-finalists.

☐ The Digitization Award Committee will review applications and make semi-finalist recommendations to the MDL director for approval.

☐ All semi-finalists will be notified of the final decision. A contract will be established with and signed by the appropriate representatives of the institution(s) receiving the award and the MDL director.

Award Requirements

The award is subject to the following requirements:

A. The digitization award is contingent upon the fulfillment of requirements prior to the week of digitization. The awarded institution(s) must meet these contingencies and be willing to sign a contract stating they will complete the necessary requirements.

B. Metadata must be created for all project items prior to the week of digitization. Metadata must be compliant with Mississippi Digital Library Metadata Best Practices. Training will be provided as needed.

C. All materials must be pulled, in identifier order, and ready for digitization prior to the arrival of the MDL Digitization Team. Additionally, all materials must have their identifier clearly associated with the physical item. (e.g. slips of acid free paper with the identifier placed on/in the item, staples removed, etc.).

D. If any materials are to be photographed, a room must be available that has at least two working power outlets as well as the ability to black out any light sources.

E. A final report detailing the project, work completed, and the final timeline must be submitted by January 31, 2020.

F. If the awarded institution cannot meet the requirements, the MDL award team will not travel to the institution, and the project will not be completed.

Additional information

Digitization Equipment

The following are examples of the equipment used for digitization. Equipment will vary based on the chosen project.

Type of Equipment	Specifics
Flatbed Scanner	Epson Expression 10000XL/11000XL
Overhead scanner	Fujitsu SnapScan SV600
Digital Camera	Pentax K10D
Processing software	Adobe Photoshop CS6/CC 2017

Digitization Standards

The following are the standards used for digitization. Standards may vary based on the chosen project.

Material	Image Resolution	Color Resolution	Color Space	Master File Format	Access File Format
Textual documents, artwork, maps, etc.	600 ppi	24 bit	RGB	TIFF	PDF (text documents), jpeg
Documents with poor legibility	400 ppi	8 bit	Grayscale	TIFF	PDF
Photographs	600 ppi	24 bit	RGB	TIFF	JPEG or JPEG2000
Negatives	1200 ppi	24 bit	RGB	TIFF	JPEG or JPEG2000
Artifacts, oversized items, Fragile materials (anything photographed instead of Scanned)	10 to 16 megapixel	24 bit	RGB	TIFF	JPEG OR JPEG2000

Board Members

- Emily Erwin Jones, University Archivist, Delta State University
- David Pilcher, Section Head Electronic Archives, Mississippi Department of Archives and History
- Stephen Cunetto, Administrator of Systems, Mississippi State University
- Jennifer Ford, Head of Archives and Special Collections, University of Mississippi
- Lisa Jones, MDL Director, Mississippi Digital Library, The University of Southern Mississippi
- Diane DeCesare Ross, Assistant to the Dean for External Publications and Digital Humanities, College of Arts and Letters, The University of Southern Mississippi

Contact Information

- MDL Coordinator – Mississippi Digital Library, contact@msdiglib.org, 601.266.6864
- Lisa Jones, Director – Mississippi Digital Library, lisa.r.jones@usm.edu, 601.266.4244
- Elizabeth La Beaud, Assistant Director – Mississippi Digital Library, elizabeth.labeaud@usm.edu, 601.266.5606