CHDA Guidelines 2020
2020 Cultural Heritage Digitization Award Guidelines

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I. Introduction

Overview of the Mississippi Digital Library

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, MDL offers a content hosting service to institutions unable to host digital collections themselves.

Overview of the Cultural Heritage Digitization Award

The purpose of the Cultural Heritage Digitization Award (CHDA) 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 MDL Collections. The award is open to all institutions within the state of Mississippi whose proposed collection fits the eligibility requirements. All cultural heritage institutions are welcome to apply, including but not limited to, archives, historical societies, libraries, museums, and research centers.

Institutions do not need any previous experience digitizing archival materials or creating metadata. The Mississippi Digital Library will provide the awardee with any training necessary to fulfill the 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 MDL, social media publicity, and training to aid in future projects. The digitization work will be performed by selected professionals from the following MDL 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 2020. The award team generally work Monday through Friday of the digitization week in August.
II. 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-partner, current partner, or previous partner institutions (excluding board member institutions) are eligible to apply for the award. Non-partner and previous partner institutions must be willing to join or reactivate partnership in MDL.

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 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 MDL users.
C. Materials must be in the public domain or have permission granted to digitize and make publicly available. The contributing institution assumes all responsibility for securing permissions for collections and items. MDL is not liable for any infringement of copyright or privacy laws.
D. Metadata must be completed for every item and conform to the Metadata Best Practices established by MDL.
E. It is not necessary to digitize an entire collection; a project may consist of a partial collection(s). Materials may include, but are not limited to, photographs, letters, manuscripts, postcards, books, maps, slides, and negatives.
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.

Project Eligibility
In addition to meeting the award and collection eligibility requirements, projects must meet certain additional requirements. Preference is given to those considered at-risk (i.e. deteriorating physical conditions, threats of nature, etc.) or those that showcase Mississippi from a new or different perspective.

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 a contingency plan if permissions for the selected materials cannot be secured. Please contact MDL with questions concerning regarding permissions for selected materials.

Applicants must be willing to create metadata for all items included in the project and meet the Best Practices set forth by MDL. No prior knowledge of or work with metadata is necessary; 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. When possible, include photographs of the selected material types along with the application. When possible, include photographs of the selected material types along 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 Time Estimation table to determine the digitization time required for your selected materials. Times are based on various equipment and digitization standards; for more information on the digitization standards used, see the additional information section. Contact MDL with further questions.

Please note that scrapbooks and oversize materials (larger than 25” x 25”) will require significantly more time to digitize. If you wish to include these materials, contact MDL to help determine digitization time.

### III. Time Estimations for Selected Materials

The following table has been established to provide applicants information about the time required for digitization and processing by material type to assist in estimating projects.

<table>
<thead>
<tr>
<th>Material</th>
<th>Time required for digitization and processing</th>
</tr>
</thead>
<tbody>
<tr>
<td>8” x 11.5” or smaller, includes photographs, postcards, documents, journals, etc.</td>
<td>6 minutes per page/item</td>
</tr>
<tr>
<td>12” x 17”, include small maps, certificates, large photographs, etc.</td>
<td>12 minutes per page/item</td>
</tr>
<tr>
<td>Large format items that can be placed on a flatbed scanner (12” x 17” to 25” x 25”)</td>
<td>Divide item in 12” x 17” or smaller sections, 12 minutes per section</td>
</tr>
<tr>
<td>Items that require photographing, 25” x 25” or smaller</td>
<td>30 minutes per photograph</td>
</tr>
<tr>
<td>Items larger than 25” x 25”</td>
<td>Contact MDL to determine digitization time</td>
</tr>
<tr>
<td>Negatives, 35mm film</td>
<td>5 minutes per negative</td>
</tr>
<tr>
<td>Negatives, other formats</td>
<td>Contact MDL to determine digitization time</td>
</tr>
</tbody>
</table>
IV. Award Cycle Timeline

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

<table>
<thead>
<tr>
<th>Milestone</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Award Cycle Opens</td>
<td>October 1, 2019</td>
</tr>
<tr>
<td>Application Deadline</td>
<td>November 30, 2019</td>
</tr>
<tr>
<td>Applications postmarked or electronically delivered after this date will not be reviewed</td>
<td></td>
</tr>
<tr>
<td>Application Reviews and Finalist Recommendations by Award Committee</td>
<td>December 2019</td>
</tr>
<tr>
<td>Recommendation Review and Finalists Approval by MDL Director</td>
<td>December 2019</td>
</tr>
<tr>
<td>Finalist Notification/Site Visits Scheduled and Public Announcement</td>
<td>December 2019</td>
</tr>
<tr>
<td>Finalist Site Visits by Award Committee and MDL Director</td>
<td>January 2020</td>
</tr>
<tr>
<td>Finalist Review</td>
<td>February 2020</td>
</tr>
<tr>
<td>Award committee and MDL Director review finalists and select awardee</td>
<td></td>
</tr>
<tr>
<td>Award Announcement</td>
<td>February 2020</td>
</tr>
<tr>
<td>Awardee notified and work agreement development begins</td>
<td></td>
</tr>
<tr>
<td>Work Agreement Deadline</td>
<td>March 2020</td>
</tr>
<tr>
<td>Work agreement fully developed and signed by all parties</td>
<td></td>
</tr>
<tr>
<td>Project Preparation</td>
<td>April–July 2020</td>
</tr>
<tr>
<td>Timeline in which awardee requirements are completed</td>
<td></td>
</tr>
<tr>
<td>Digitization Services</td>
<td>August 10-14, 2020</td>
</tr>
<tr>
<td>A one week period, Monday – Friday</td>
<td></td>
</tr>
<tr>
<td>Collection Finalization</td>
<td>September 2020</td>
</tr>
<tr>
<td>Image hosting processes and final metadata review done by MDL</td>
<td></td>
</tr>
<tr>
<td>Collection Launch</td>
<td>October 2020</td>
</tr>
<tr>
<td>Final Report Due</td>
<td>January 31, 2021</td>
</tr>
<tr>
<td>Awardee completes project review report</td>
<td></td>
</tr>
</tbody>
</table>

V. Application Information

Application Checklist

☐ Review digitization award information (e.g. application, guidelines, and requirements) by visiting the [Cultural Heritage Digitization Award webpage](#) or contacting MDL.

☐ Review the [award cycle milestones](#).

☐ Review the application requirements.

☐ Review the [institution, collection, and project eligibility criteria](#).

☐ Assess eligibility status by completing the Criteria section on page 1 of the application.
Answer all application questions in a separate proposal document attached to the signed application form. All questions must have a response.

Secure all required signatures on the application.

Submit application and proposal to the Mississippi Digital Library. Application materials must be emailed before or on Saturday, November 30, 2019 or postmarked by Saturday, November 30, 2019. 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
Cultural Heritage Digitization Award
118 College Dr. #5053
Hattiesburg, MS 39406-0001

Contact MDL with questions regarding the application process, eligibility requirements, collection appropriateness, or any other issues regarding proposals. Please note that while MDL will be available to answer questions, we will not proofread or comment on draft proposals.

Application Evaluation

The following will be used to review and evaluate the application. In general, reviewers will look for:

- A clearly and concisely written proposal.
- Sufficient detail to understand the project and its needs.
- Evidence of how this project will benefit your institution.
- Evidence of how this project fits within the scope of the Mississippi Digital Library.

**MDL strongly recommends that specific, in-depth detail about the proposed materials for digitization, including pictures, be provided when possible.**

Application Process

The award cycle opens on October 1, 2019. Notification will be sent to current MDL partners, MDL newsletter subscribers, MDL social platforms, and any person or institution requesting notification. Applicants will be notified of receipt of application within 72 hours of the Mississippi Digital Library receiving the completed application. The Digitization Award Committee will review applications and make finalist recommendations to the MDL director for approval. All applicants will be notified of the finalist selections. Site visits will be scheduled and conducted with finalists. All finalists will be notified of the official decision. A work agreement will be established with and signed by the appropriate representatives of the institution receiving the award and the MDL director.
VI. 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 and agreement to join MDL and grant MDL permission to make all items publicly accessible online. The awarded institution must meet these contingencies and be willing to sign a work agreement stating they will complete the necessary requirements.

B. Metadata must be created for every item prior to the week of digitization. Metadata must be compliant with MDL Metadata Best Practices. Training will be provided as needed.

C. All materials must be pulled, organized in identifier order, and include slips of acid free paper with the identifier placed on/in the item, and ready for digitization (e.g., staples and paperclips removed, items dusted, etc.) prior to the arrival of the MDL digitization team. All materials must have the identifier clearly associated with the physical item. Please contact MDL with any questions regarding prepping or identifying material for digitization.

D. If any materials are to be photographed, a room must be available that has 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, 2021.

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

VII. Additional information

Digitization Equipment

The following equipment or similar will be used for digitization. Equipment will vary per project.

<table>
<thead>
<tr>
<th>Type of Equipment</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flatbed Scanner</td>
<td>Epson Expression 10000XL/11000XL</td>
</tr>
<tr>
<td>Overhead scanner</td>
<td>Fujitsu ScanSnap SV600</td>
</tr>
<tr>
<td>Digital Camera</td>
<td>Pentax K10D</td>
</tr>
<tr>
<td>Processing Software</td>
<td>Adobe Photoshop CC 2017/2018</td>
</tr>
</tbody>
</table>
Digitization Standards

The following standards will be used for digitization. Exact file characteristics may vary per project as appropriate.

<table>
<thead>
<tr>
<th>Material</th>
<th>Image Resolution</th>
<th>Color Resolution</th>
<th>Color Space</th>
<th>Master File Format</th>
<th>Access File Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>Textual documents, artwork, maps, etc.</td>
<td>600 ppi</td>
<td>24 bit</td>
<td>RGB</td>
<td>TIFF</td>
<td>JPEG/PDF</td>
</tr>
<tr>
<td>Documents with poor legibility</td>
<td>400 ppi</td>
<td>8 bit</td>
<td>Grayscale</td>
<td>TIFF</td>
<td>PDF</td>
</tr>
<tr>
<td>Photographs</td>
<td>600 ppi</td>
<td>24 bit</td>
<td>RGB</td>
<td>TIFF</td>
<td>JPEG</td>
</tr>
<tr>
<td>Negatives</td>
<td>1200 ppi</td>
<td>24 bit</td>
<td>RGB</td>
<td>TIFF</td>
<td>JPEG</td>
</tr>
<tr>
<td>Photographed items (Artifacts, oversized items, fragile materials, etc.)</td>
<td>10 to 16 megapixels</td>
<td>24 bit</td>
<td>RGB</td>
<td>TIFF</td>
<td>JPEG</td>
</tr>
</tbody>
</table>

VIII. Board Members

Emily Erwin Jones  
Delta State University

David Pilcher  
Mississippi Department of Archives and History

Stephen Cunetto  
Mississippi State University

Lisa Jones  
The University of Southern Mississippi

Elizabeth La Beaud  
The University of Southern Mississippi

Jennifer Ford  
University of Mississippi

IX. Contact Information - Mississippi Digital Library

Director - Lisa Jones  
Director@msdiglib.org  
601.266.4244

Assistant Director - Elizabeth La Beaud  
AssistantDirector@msdiglib.org  
601.266.5606

Coordinator - Jess Brown  
contact@msdiglib.org  
601.266.6864