



Developing “Minnesota Reflections”

- A collection of the Minnesota Digital Library
- Featuring digital copies of more than 20,000 photographs, diaries, documents, maps, post cards and more
- Originals contributed by cultural heritage organizations from across Minnesota

Call for project proposals

Phase 4

July 1, 2007 – June 30, 2008

Beginning July 9, 2007, the Minnesota Digital Library Coalition will accept applications for digitization projects for Phase 4 of the development of “Minnesota Reflections.” When the MDL does the scanning, the MDL pays for the scanning. All organizations plan the projects and create required metadata. The application form is located at the end of this document and available at

http://www.mndigital.org/news_events/news_events.htm - phase4proposals

Application Timelines:

- The Minnesota Digital Library has \$71,000 to spend on scanning in 2007-08. **We need to begin work immediately.**
- Projects are accepted on a rolling deadline, at any time. If you have any interest, please contact the MDL outreach coordinator as soon as possible.
- Please submit applications as soon as possible.
- Organizations may submit more than one application during the year depending upon demand and availability of funds.
- For those of you who work well with deadlines, we have set the following closing dates for this year’s projects. NOTE: Funds are available for assistance with metadata.
 - Round 1 – **September 28, 2007** – Funding available to qualified organizations for metadata assistance
 - Round 2 – **January 18, 2008** – Funding may be available to qualified organizations for metadata assistance
 - Round 3 – **March 28, 2008** – Funding may be available to qualified organizations for metadata assistance

Criteria

1. Applications must come from formal organizations which open their collections to the public during regular hours 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 (<http://reflections.mndigital.org>).
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 collection policies.)

3. Organizations in their applications will need to establish the value of digitizing the objects they propose for an MDL project. “Minnesota Reflections” has grown to more than 20,000 objects and we need to compare incoming projects with those we digitized in phases 1-3. We ask that you consider the social, cultural and intellectual value of the objects you would like us to digitize in Phase 4. 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. The Minnesota Digital Library has funds for:
 - a. Digitizing approximately 3,750 images, 2,250 document pages, and 1,000 maps. These quantities are flexible depending upon demand and interest in teach type of object.
 - b. Assisting smaller organizations (those with limited staff and experience) with metadata creation.
 - c. Transcribing and/or translating hand-written documents, such as letters and diaries.
5. Organizations are strongly encouraged to work with the MDL outreach coordinator in planning projects.

Type A – Organizations seeking MDL digitization services

The Minnesota Digital Library spends grant dollars to have our two scanning centers digitize cultural heritage collections. Organizations plan projects and deliver the originals, once the project is approved, to one of these two scanning centers. The MDL returns originals to the organization which then quickly completes the metadata spreadsheet and returns this to the Minnesota Digital Library.

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.
2. **New for Phase 4 – Original objects may have been created at any time.**
3. The MDL will give priority to objects created before January 1, 1960, since these objects are considered to be more rare and thus more valuable to the people of Minnesota.
4. To propose digitizing objects created after December 31, 1959, organizations must make especially compelling arguments for digitizing these relatively modern objects, arguments such as uniqueness, prominence, physical need, or importance to researchers and need for Minnesota Digital Library assistance in timely digitization.
5. Organizations must be able to demonstrate that images, documents and maps are originals and are in the public domain or that they have clear copyright to each object in the application and are 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.
6. New projects must complement or add depth to “Minnesota Reflections.” Explore that collection as you consider and plan a project with the MDL.
7. Originals must be no larger than 40 inches by 60 inches.
8. Original objects must be in good enough condition to tolerate delivery to either the University of Minnesota Twin Cities campus or the Minnesota History Center in St. Paul.
9. Image projects may contain no fewer than 50 and no more than 500 original photographs, negatives, postcards or graphic objects, including artwork and posters. Images should portray scenes of the people and places within Minnesota.
10. 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 limited funds to help provide transcriptions. Please discuss your document digitization projects and transcription needs with the MDL outreach coordinator as you prepare an application.

11. Map projects may include plat books or other collections as well as individual maps. Originals may be no larger than 40 inches by 60 inches. The MDL has put no limit on the number of maps a contributor may propose to digitize. Contact the MDL outreach coordinator to discuss your map projects.
12. Participants must provide in a timely manner, and using the MDL spreadsheet provided, 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 with an Excel spreadsheet that lists each digitized item. We also send guidelines for completing these spreadsheets. The MDL outreach coordinator provides advice and training on metadata creation and using the Excel spreadsheet and guidelines. To learn more about MDL's metadata expectations, please review the metadata guidelines and sample Excel spreadsheets under "Standards and practices" at the Minnesota Digital Library home page – <http://www.mndigital.org>.
13. 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 application. 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 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 digitization funding for these projects. Organizations plan projects and submit applications. Once the project in the application is accepted, these organizations submit their images or do their scanning, completing an MDL metadata spreadsheet as appropriate. Type B organizations are eligible for transcription funds for hand-written document projects and may be eligible for metadata assistance funding.

Project guidelines

1. Existing digital objects must have been scanned at standards that meet or exceed MDL standards (See the "Collaborative Digitization Program Best Practices at <http://www.mndigital.org/standards/standards.htm>).
2. The participating institution itself will scan the objects in its project. If the objects in your project do not meet MDL standards, we will recommend that you rescan from originals or allow the MDL to scan the images to its standards. (If the MDL needs to rescan, your application then becomes a Type A project, so please review those guidelines.)
3. For these organizations only, we will accept access quality images and thumbnail images.
4. **New for Phase 4 – Original objects may have been created at any time.**
5. The MDL will give priority to objects created before January 1, 1960, since these objects are considered to be more rare and thus more valuable to the people of Minnesota.
6. To propose objects created after December 31, 1959, organizations must make especially compelling arguments for including these relatively modern objects, arguments such as uniqueness, prominence, physical need, or importance to researchers.
7. 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

8. New projects must complement or add depth to “Minnesota Reflections.” Explore that collection as you consider and plan a project with the MDL.
9. Image projects include photographs, negatives, postcards or graphic objects, including artwork and posters. Images should portray scenes of the people and places within Minnesota.
10. 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. Please discuss your document digitization projects and transcription needs with the MDL outreach coordinator as you prepare an application.
11. Map projects may include plat books, individual maps, etc.
12. Participants must provide descriptive and technical information (metadata) about the digital files. (Consult MDL Metadata Guidelines at http://www.mndigital.org/web_assets/docs/MDL-metadata_061018.pdf. Note specifically items 25-40, the technical metadata.)
13. The MDL will work with the organization to bring these digital objects into “Minnesota Reflections.”
14. The MDL will work closely with organizations to assess such collections. Please direct questions to the MDL outreach coordinator.
15. The MDL will provide training on the creation of descriptive and technical data (metadata) and on digitization standards as needed and will work with the participant on database compatibility.
16. 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
 Fax: (320) 308-4778 (shared)
2. 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>. 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. Conduct research at the “Minnesota Reflections” Web site to see how your collections complement and enhance existing collections. You can also develop a sense of what other organizations have found important to digitize.

About the Minnesota Digital Library and “Minnesota Reflections”

The primary purpose of Minnesota Digital Library “Minnesota Reflections” digitization project is to assist 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. Our goal is 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 uses “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/web_assets/docs/MNHistoryStandards2007.pdf. We have included a list of

preferred topics for which K-12 teachers are most interested in finding primary research materials. 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 www.minitex.umn.edu/committees/standards/documents/digitization.asp.

(You will also find a “Frequently Asked Questions” document that you should review before starting a digitization projects.) 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. 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.

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
mrrengel@stcloudstate.edu
Office: (320) 308-5625
Fax: (320) 308-4778

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

July 2007



Minnesota Reflections

A digitization project of the Minnesota Digital Library

Phase 4 – Application

Directions: Complete Sections 1, 4, 5, 6, 7, 8.

Complete sections 2 and 3 as appropriate to your project.

This application was designed to be completed on a computer. If you have problems or questions, please contact the MDL outreach coordinator (information at end of application). Answers need not be long, but must be thorough.

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 (MDLC will digitize the collection)

Type B (You have digital images to share or will digitize images for this MDL project)

What types of objects are included in this application?

Images – photographs, postcards, art work, other

Documents – letters, pamphlets, diaries, ledgers, published and unpublished texts

Maps

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

Yes

No

Section 2 – Image projects

- 1 – Number of images:
- 2 – Date range of images:
- 3 – General condition of images:
- 4 – 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. (This information is necessary to help us assign the project to a scanning center.)
- 5 – Provide information about the content of the documents/maps, the subject matter, that will help the selection committee make its decision on your application. **NOTE: All applicants submitting images for digitization must provide this information.** Additionally, projects that include images created after December 31, 1959, must provide a compelling reason to digitize rather modern objects.

Section 3 – Document and map projects

- 1 – Number of documents or maps in project:
 - 2 – List each document, set of documents, map or set of maps you are including in this application. 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 the original and, if it has been translated into English. Tell us if the document has been or needs to be transcribed. (*Use a separate line below for each document/map or collection of documents/maps.*)
-
-
-
-
-
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-
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- 3 – Provide information about the content of the images, the subject matter, that will help the selection committee make its decision on your application. **NOTE: All applicants submitting documents/maps for digitization must provide this information.** Additionally, projects that include images created after December 31, 1959, must provide a compelling reason to digitize rather modern objects.

- | | | | | |
|---|-----|--------------------------|----|--------------------------|
| 4 – If the document(s) is handwritten, has it been transcribed? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 5 – Is the transcription available in electronic form? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 6 – Does the document need to be translated? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 7 – Do you need MDL financial assistance to transcribe/translate the document(s)? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |

Section 4 – 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?

Section 5 – Ownership

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

Ownership can be confusing. The MDL, in working with organizations, is seeking to clarify this aspect of digitization project planning. We seek your assistance here as you complete this application. Below are questions we find important to making digital collections available to the public. Generally, the answers to these questions lead to a discussion with the MDL outreach coordinator. 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 so that you can assign electronic distribution rights to the MDL.

Section 6 – Metadata

The Minnesota Digital Library requires that each contributing organization 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.** The MDL must receive all metadata from you and your organization before we can add your collection to the database that makes these objects available to the public. Please, talk to the Minnesota Digital Library outreach coordinator about this aspect of the project.

Here is the work flow we have established. The MDL scans your objects and returns to you the originals and the digital copies on CDs. We then 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 it to the outreach coordinator for review. She may return it for corrections, but typically, she sends it to the UofM scanning center where it is joined with the image.

To bring collections online in a timely manner, 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. Sooner if possible. 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 (www.mndigital.org). Also consult with the MDL outreach coordinator who will help you plan to meet this commitment.

Please indicate below the amount of time you estimate you will need to complete your metadata. The MDL outreach coordinator will work with you to achieve this goal.

- | | |
|--------------------------|-------------------|
| <input type="checkbox"/> | 2 to 4 weeks |
| <input type="checkbox"/> | 4 to 6 weeks |
| <input type="checkbox"/> | 6 to 8 weeks |
| <input type="checkbox"/> | More than 8 weeks |

New for Phase 4 – We have grant dollars available to support metadata creation. We are working with the library community to help provide this. To qualify for these funds, organizations must:

1. Have fewer than 3 full-time staff members.
2. Have limited experience with creating metadata (which is similar to but different from library cataloging).
3. Consult with the MDL outreach coordinator concerning this need and these funds.
4. Preference will be given to organizations new to “Minnesota Reflections.”

Are you requesting financial support for the creation of metadata?
Have you consulted with the MDL outreach coordinator concerning this request?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Section 7 – Delivery

If you are a Type A participant, we will need to develop a plan for transporting your collection to either the Minnesota History Center in St. Paul or to the Andersen Library at the University of Minnesota’s Twin Cities campus in Minneapolis. This plan may include assistance from the MDL. We would like an indication from you in the application process concerning when and how you would like to handle that delivery. Your delivery preferences will not influence our decision on your collection but the timeframe might. 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.
- My organization will have its collection ready for delivery by (include month or date)

Section 8 – 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 9 – Submitting your application

As soon as your application is complete, send an electronic version to:
Marian Rengel, Minnesota Digital Library outreach coordinator
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 call:
Marian Rengel, Minnesota Digital Library outreach coordinator
320-308-5625

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