

Digitizing North Carolina's Hidden Collections

Participant Responsibilities

The State Archives of North Carolina (State Archives) will be responsible for picking up and delivering collections to the N.C. Digital Heritage Center (DHC) for digitization. The State Archives will return the collections to the institutions when digitization has been completed. This procedure requires signatures of all parties on the transport receipt.

In some cases, depending on the size of the collection to be scanned, you may be asked to bring your collection to a workshop where a State Archives staff member will take custody for transport to the DHC. In some cases, we will ask you to pick up collections from the State Archives or the DHC. Some collections may be stored in the State Archives' stacks until ready for staging at the DHC.

- Participating institutions in this program must sign a loan of agreement with the N.C. Digital Heritage Center.
- Staff from participating institutions must attend a digitization workshop taught by staff of the State Archives. Cost of the workshop is \$25 per person.
- Institutions must complete an inventory of materials to be digitized.
- Institutions must perform basic physical preparation of the collections before pickup. For guidance, please consult [Preparing Materials for Digitization](#) on the website of the Digital Heritage Center. Records must be boxed and labeled with institution name, address, and contact name.
- For those institutions submitting years book to be digitized, please read the guidelines for [High School Yearbook Digitization](#) on the DHC website.
- While the DHC will assist with creating metadata, institutions must submit basic metadata elements for collections to be digitized.