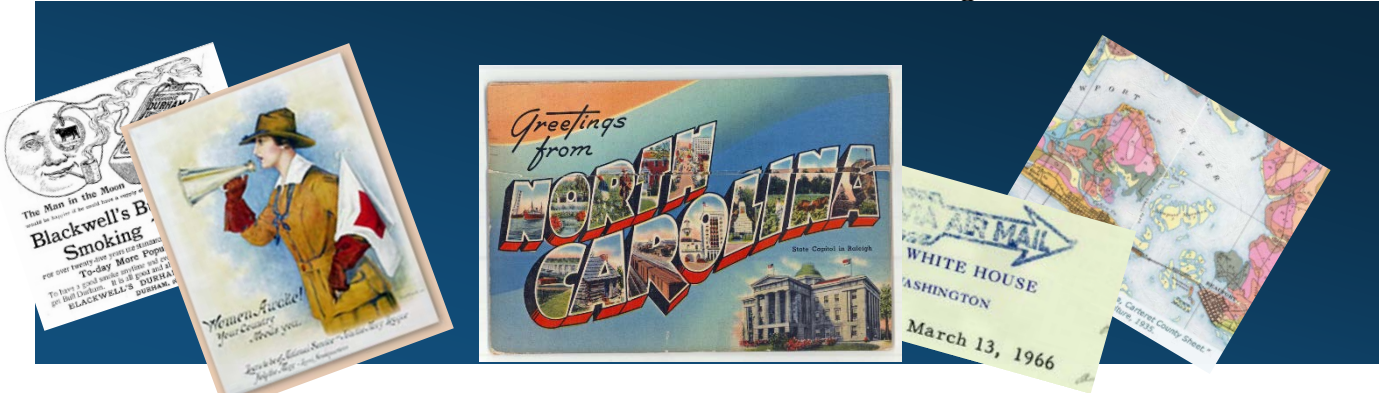


“DIGITIZING NORTH CAROLINA’S HIDDEN COLLECTIONS”

Does Your Institution Have Records to Digitize?



APPLY BY MARCH 16, 2018

Application Guidelines

“Digitizing North Carolina’s Hidden Collections” is a program of the [State Historical Records Advisory Board](#) that provides for the transport, scanning, and online publishing of North Carolina historical records and archival materials through partnership with the North Carolina [Digital Heritage Center](#) at UNC-Chapel Hill University Library. As part of this program, workshops will be offered that teach the basics of intellectually and physically preparing collections to be scanned.

Who is Eligible?

Any North Carolina institution that holds archival records documenting North Carolina history and culture and whose facilities and collections are open to the public may apply to the program—libraries, archives, historical and genealogical societies, museums, and other institutional and organizational archives are eligible. TAP (Traveling Archivist Program) participants are encouraged to apply.

What are the requirements?

1. A completed application.
2. Assurance that the materials to be digitized do not raise privacy or significant copyright concerns. The Digital Heritage Center staff can advise regarding privacy rights assessment. Follow this link to help you determine what is public domain material:
<http://smallbusiness.findlaw.com/intellectual-property/determining-whether-a-work-is-in-the-public-domain.html>.
3. Attendance at a regional workshop that will teach the physical and intellectual preparation of collections to be digitized.
4. Ability to supply basic description for each item or series. Please consult the attached spreadsheet for sample metadata fields. Description will be taught in the workshops.
5. Completion of the Digital Heritage Center’s loan agreement.
6. Ability to bring your materials to a central location for pickup in one of four regions:

Asheville area

Outer Banks/northern coast region

Winston-Salem/Greensboro area

Wilmington/southern coast region

How Does the process work?

Applicants will be notified of acceptance and will be expected to attend one of four regional workshops (see regions above) that will teach the basic requirements of physically and intellectually preparing collections for scanning. Staff from the State Archives of North Carolina will pick up records/collections and deliver them to Chapel Hill for scanning and processing at the Digital Heritage Center who will publish them online through Digital NC. The collections will be shared eventually through [Digital Public Library of America](#). Original records will be returned to the institution.

About the Workshops

Workshops will last about 3 hours and include:

- Logistics: the ins and outs of getting things to and from the Digital Heritage Center.
- Metadata Overview: a brief overview of both required and optional metadata fields
- Care and Feeding of Digitized Materials: file naming, ways to use files (social media, website, setting up their own digital collection), overview of file preservation.
- Summary and Questions

What are the costs?

There is a workshop registration fee of \$25. Travel costs may be incurred when bringing records to a central location.

How to Apply?

Those interested in applying for this program are strongly urged to read the full "[How to Participate](#)" section on the Digital Heritage Center's website.

Online applications are preferred. Online applications must be received by 5:00 p.m. the day of closing. Please type "**Hidden Collections**" in the subject line and e-mail to Andrea Gabriel, andrea.gabriel@ncdcr.gov. Paper copies will be accepted if they are postmarked no later than 5:00 p.m. on the date due and mailed to:

Andrea Gabriel
State Archives of North Carolina
4614 Mail Service Center
Raleigh, NC 26699-4614

Questions relating to the application may be addressed to: Andrea Gabriel; andrea.gabriel@ncdcr.gov; 919-807-7326.

APPLICATION DEADLINE: MARCH 16, 2018

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