

# State Historical Society of North Dakota Statewide Digitization Grant Application 2009

## Grant Guidelines

The following criteria must be met for organizations to be eligible to apply:

- Participants must be North Dakota organizations and willing to provide images to be uploaded to the Digital Horizons internet site or the Chester Fritz Library Digital Collections internet site
- The institution must hold property rights to the items to be digitized and the right to make them available to the public for research

The following criteria will be used in selection of images to be digitized:

- Descriptive information about the images must be available
- Images must relate to North Dakota or Dakota Territory
- Images should document a wide variety of activities, events, scenes, people, built environment, etc.
- Images must be unique – not already in Digital Horizons database or Chester Fritz Library Digital Collections database
- Images should be of good quality, in focus and with sharp contrast
- Images must have historic significance
- Items can include written documents, sound recordings, moving images, photographic prints, maps and sheet music

Photocopies of images to be considered for digitization should be accompanied by a description sheet (provided). While 100 items will be digitized from each of the ten organizations selected for participation in the project, it is not necessary to send 100 photocopies with the application. To give an idea of the scope of materials in your collections, please send photocopies of at least 15 examples.

Applications for participation in the grant must be postmarked no later than April 1, 2009. Ten organizations will be selected to participate and will be notified by May 1, 2009.

To view what is already available on Digital Horizons go to its website at:

<http://digitalhorizonsonline.org>

To view what is already available at the Chester Fritz Library Digital Collections go to its website at:

<http://www.library.und.edu/digital/index.htm>

**Applicant Information**

Organization Name

Contact Person

Address

City

Zip

Business Phone

Fax #

E-mail Address

**Collection Information**

What types of materials are in your collections? (please circle) Please list the amount of your holdings in these categories (i.e. number of items, boxes or shelf feet measurement)

Letters

diaries

photographs

pamphlets

maps

other

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Please provide a brief description of some items in your organization's holdings that are unique and historically significant to your region.

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Please send applications to:

Ann Jenks  
State Archives  
State Historical Society of North Dakota  
612 E. Boulevard Ave.  
Bismarck, ND 58505