



MINNESOTA
DIGITAL
LIBRARY

Phase 21 Application (2024-2025)

Online version available at <http://mndigital.org/get-involved/call-projects>

Organizational Information

Date: 01-24-2025

Name of organization: Grand Rapids Area Library

Address: 140 NE 2nd St Grand Rapids, MN 55744

Website address:

Contact person: Will Richter

Phone number: 218-326-7643

E-mail address: wrichter@grandrapidsmn.gov

Section 1 - Content and Value

- 1. About the Project:** Describe the content of the materials in your project. Tell us about the subject matter, the general time range, and any specifics that help you show the significance of your project:

The Rossman collection is a set of 34 locally produced pamphlets (currently in the library collection) on a variety of topics ranging from the indigenous people of Itasca County to the animals and plants unique to the area. Materials that discuss the development of the NE Minnesota economy and local institutions. Special coverage of Charles K. Blandin and the Blandin Paper Company. The published dates range from the early 1940s to mid 1980s. Authors are deceased – family supports making these materials more widely available to scholars, genealogists, and the public at large.

- 2. Value to the *Minnesota Digital Library*:** Describe the value visitors to the *Minnesota Digital Library* will find in the items in your project. How will your project enhance or complement the items already in *Minnesota Digital Library*? Or alternatively, what gaps will it fill?

MDL visitors will have access to unique primary source materials specific to Itasca County produced by local citizens. Authors also produced the Grand Rapids Herald Review for several decades; the pamphlets are high quality in writing and production. Digitizing these items will make them available through MDL and local partners such as the Itasca County Historical Society.

3. Value to your organization: Describe how your digitization project is important to your organization's goals. How will this project help you?

Grand Rapids Area Library receives an increasing number of research requests for items of local interest. Digitizing these items will make them widely available. By partnering with MDL library and historical society staff can make referrals to digitized materials.

4. Primary Source Set: Would your organization be interested in creating a Primary Source Set with all or part of this material? Visit our website at mndigital.org/projects/primarysourcesets to see examples of Primary Source Sets and learn more about them.

Yes

No

5. General Topics: The proposed materials fall into one or more of the following topic areas. (Check all that apply.):

Agriculture

American Indians

Animals

The Arts

Business and Industry

Communication

Crime and Punishment

Education

Environment

Health and Medicine

Immigration and Ethnicity

Labor

People of Minnesota

Politics and Government

Religion

Science and Technology

Social Issues

Sports and Recreation

Transportation

Weather

We are actively seeking submissions that add to the diversity and inclusivity of historical materials shared in the Minnesota Digital Library.

Section 2 – Project Parameters

Use this section to tell us more about the details of your project.

Item by Format Type	Quantity (number of items)	Page/Item Count	Range of Sizes or Amount of Hours Recorded	Oversized? If 11x 17" or larger, please check box	Range of Dates	Condition Issues? (If so, please explain)	If already digitized, what format are they in?
Images (postcards count as two)				<input type="checkbox"/>			

Documents (albums, diaries, ledgers)	<u>34 softbound pamphlets</u>	<u>15-50 pages each</u>	<u>Approx. 9"x6:</u>	<input type="checkbox"/>	<u>1940- 1985</u>	<u>Fair/good</u>	
Maps				<input type="checkbox"/>			
Sound Recordings							
Film/Video Recordings							
Total:							

Special Considerations

Certain materials for submission to the Minnesota Digital Library require special considerations. All hand-written documents, audio recordings, and video recordings require typed transcriptions. Documents written in a foreign language require both translation and transcription. On occasion, the Minnesota Digital Library can provide help with transcription, but it is on a case-by-case basis. The answers to the questions below will help us to know better what your project entails.

Handwritten Documents	Yes	No
Do your documents already have transcripts you can include with the project?		
If the documents are not transcribed, will your organization be doing the transcriptions?		
Or, do you need help finding a transcriber for your handwritten documents?		
If you already have transcriptions, are they available in electronic form?		
Have any non-English documents been translated into English?		
Are the translations available in electronic form?		

Audio or Video Recordings	Yes	No
Do you have transcripts of the recordings?		
If so, are the transcriptions available in electronic form?		
If the recordings are not transcribed, do you need help finding a transcriber?		

Section 3 – Delivery of Materials for Digitization

To be digitized, your collection will need to be transported to a Minnesota Digital Library digitization center in the Twin Cities. Indicate below your current preference for delivery:

My organization will arrange for delivery of the collection to the MDL digitization center.

I would like to discuss other delivery options with the MDL Outreach Coordinator.

All participants will be provided with digital copies of the original materials. Depending on the size of the project, you may receive them on jump drives or external hard drives.

Section 4 – Transfer of Previously Digitized Items

If my items are already digitized, my organization will transfer them to the MDL via:

- | | |
|--|-------------------------------------|
| <input type="checkbox"/> Jump Drive | <input type="checkbox"/> CD/DVD |
| <input type="checkbox"/> External Hard Drive | <input type="checkbox"/> Secure FTP |

Section 5 – Metadata

The Minnesota Digital Library (MDL) requires that each contributing organization commit to providing quality metadata under a Creative Commons Zero (CC0) rights waiver for each work added to the *Minnesota Digital Library*. This enables the metadata to be shared for broad public use, such as MDL regularly does with the Digital Public Library of America.

Submitting materials to the *Minnesota Digital Library* means you are willing to share them via our website. Your collection will become available to the public once we combine the metadata with the digitized files. MDL staff will train you on how to complete the metadata. For more information, Metadata Guidelines are available at the Minnesota Digital Library website at <http://mndigital.org/standards-best-practices/minnesota-reflections-metadata-entry-guidelines>.

Section 6 – Standardized Rights Statements


Organizations are responsible for knowing the copyright status of items they wish to share with the Minnesota Digital Library, as outlined in our copyright policy. All new projects are required to use the standardized rights statements available at rightsstatements.org to describe the rights status of their materials, though each organization will remain responsible for making their own determinations about what materials they can share.

To get started on some basic copyright issues related to your materials, please go to our Rights Statements Resources page <https://mndigital.org/standards-best-practices/rights-statements-resources> and view the introductory videos and handouts to get an idea of what we will be asking for. As part of the metadata completion process, we will provide training related to assessing rights status, and implementing this information in line with our metadata guidelines (<http://mndigital.org/standards-best-practices/minnesota-reflections-metadata-entry-guidelines>) as needed.

Authorized Representative: _____



Date: _____



Next Steps

For questions, consultations, or to submit your application, please contact Molly Huber, MDL Outreach Coordinator at:

Molly Huber
Minnesota Digital Library Outreach Coordinator
Minitex, University of Minnesota
Room 60 OMWL
309 19th Avenue South

Minneapolis, MN 55455
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If your project is approved, Molly will follow up with you to complete a more detailed inventory of the project. Thank you!

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