

# Digital Tennessee Project Proposal Form

The Digital Collections Review Committee at the Tennessee State Library and Archives invites digitization proposals for inclusion in Digital Tennessee’s Community Collections.

\*All Digital Collections are selected for inclusion based on the criteria outlined in the Digital Collections Policy

Please complete all the following sections:

## Section 1: Contact Information of Proposal Submitter

<b>Name</b>	Stephanie Griffin
<b>Organization Name</b>	City of Kingsport/Kingsport Archives
<b>Type of Organization</b>	<input checked="" type="checkbox"/> County/Municipal Archive or Department <input type="checkbox"/> Public Library <input type="checkbox"/> College or University <input type="checkbox"/> Museum <input type="checkbox"/> Historical Society <input type="checkbox"/> Other: _____
<b>Position/Affiliation</b>	Assistant Manager/Archives Supervisor
<b>Email</b>	Stephaniegriffin@kingsporttn.gov
<b>Phone</b>	423-845-0498
<b><u>Digital Hub Location</u></b>	Holston River Regional Library
<b>Name(s) and Position(s) of Who Will be Scanning Materials</b>	Stephanie Griffin/Assistant Manager, Brianne Wright/Archivist, Lisa Livesay/Librarian, Kate Woodworth/Librarian, Jonathan Tallman/Cataloger, Jonas Clubb/Librarian, Casey Applebaum/Assistant Manager, Genevieve Lively/Librarian, Caitlin Hodgson/ Library Assistant, Laine King/Library Assistant, Caroline O’Connor/.Librarian, Kyndra Jones/Library Assistant , Meredith Graham/Temp library assistant, Mary Thomas/Manager

## Section 2: Project Information

Project/Collection Title: Tennessee Eastman Staff News

Collection Description:

*Summarize the nature of the records to be included in your project. What is the collection about? (No more than 300 words.)*

The Tennessee Eastman Corporation News are collections of bound newsletters from the Eastman Corporation in Kingsport, TN. There are 54 volumes in total. KPL&A has digitized the Tennessee Eastman Staff News volumes 1 - 17 through funding from the State Board Program Grant. This project would allow the library to digitize the remaining 37 volumes of the bound collection of the Tennessee Eastman Staff News.

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### Type and Amount:

*Please detail the types and amount of materials to be digitized, e.g., books, photographs, slides, negatives, oversize drawings/maps, etc.*

37 bound volumes of Tennessee Eastman Corporation Newsletters. The original collection has 54 total volumes, we digitized the first 17 volumes last year as part of a grant. We would like to digitize the remaining 37 volumes and make them available to the public.

### Physical Condition:

*Are the items prepped/in good condition for scanning (e.g., staples removed, flattened, mold/mildew-free, etc.?) Are any items fragile or prone to tearing?*

The items are still in bound volumes. If needed, we can take them apart to scan the pages individually. Most are free from tears, there are a few tears on some pages throughout the collection that have oversized pages, but not all. The tears are small and along the edges. The issues are in good condition.

### Date Range (please complete known dates for all materials):

1963 - 1999

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## Section 3: Purpose and Justification

### Audience

*Who is the audience? How do you envision them utilizing the collection once digitized?  
(No more than 250 words.)*

The audience is citizens of Kingsport, Sullivan County, surrounding counties and states, and Eastman employees and their families. Eastman Chemical Company is the area's largest employer with employees from Tennessee, Virginia, and beyond. Eastman also has sites nationwide including North and South Carolina, Texas, California, Massachusetts, and Virginia. Eastman also has multiple sites and subsidiary sites internationally.

Once digitized, individuals can use the collection to learn about the history of Eastman, its project, and staff. The newsletters can be used to support business, historical, and genealogy research, along with research into the Kingsport area where Eastman resides.

### Historical/Cultural Significance

*Describe why the materials are significant. (Explain the research, cultural, artifactual or institutional value. What type of information do the items contain?) (No more than 300 words.)*

The Kingsport Archives hold an extensive collection of bound Tennessee Eastman Corporation Newsletters. These newsletters were monthly periodicals that would go to employees of Eastman on a monthly basis with information on how Eastman employees were involved in the community, community events involving Eastman, other public information regarding Eastman activities and a classifieds buy/sell section. They are incredibly informative about Eastman's contributions to our community.

## Digital Tennessee Project Proposal Form

Do these items exist elsewhere online?

No

Yes

If so, where?

*Provide the URL.*

The remaining 37 issues do not exist Online to our knowledge. The first 17 volumes in the set exist online at <a href="https://kingsport.historyarchives.online/home">https://kingsport.historyarchives.online/home</a>
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### Rights Assessment and Provenance

Organization represents that it holds the copyright or otherwise has a license from the copyright holder for all materials digitized and published on the Digital Tennessee Community Collection.

No

Yes

If no, please explain: We do not hold the copyright, but we have been granted permission b

Organization must select the copyright statement that best reflects the copyright status of the materials they digitize and share with the *Digital Tennessee Community Collection*. See <https://creativecommons.org/share-your-work/ccllicenses/> for statement options.

Organization represents that all digitized materials adhere to the Digital Collection Development Policy before using the equipment.

No

Yes

If no, please explain:

Organization will provide all metadata associated with the description of all scanned materials, if sharing the content with *Digital Tennessee*.

Organization will include acknowledgment of the *Digital Tennessee Community Collection* use in all publications, products or other websites resulting from the use of digitization equipment provided to them.

This document is intended for any organizations wishing to digitize and deposit material to the *Digital Tennessee Community Collection*. Materials digitized under this agreement must adhere to the Digital Tennessee Community Collection Development policies.

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**IN WITNESS WHEREOF,**

**ENTITY NAME:**

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**SIGNATURE**

**DATE**

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## FOR STAFF USE ONLY

### Committee Members Reviewed

- State Librarian and Archivist
- Assistant State Archivist
- Director of Regional Libraries
- Director of Preservation and Digital Services

### Committee Approval Date:

### Project Start Date:

### Scanning Equipment to be Used:

- Flatbed Scanner
- Bookeye
- Document scanner