



## Appendix A: For newspaper collections

1) Name of your institution or family collection:

Phone:

E-mail:

2) Cost of Digitization

Newspaper Title	Number of pages you want to digitize	Cost to scan and create descriptive record
		\$1.03 per page

\*Newspaper pages that measure 12" x 16" or less are not considered a newspaper for this grant and should be submitted for a non-newspaper mini-grant. (See Appendix B.)

3) Newspaper Format (check all that apply)

- Microfilm\*
- Physical Pages

Total cost \_\_\_\_\_

\*Keep in mind that one roll of microfilm comprises an average of 800-1000 pages.

These costs cover:

- Creating a master quality image or digital file for preservation
- Providing you with master digital copies of all of your scanned newspapers
- Creating derivative versions for online viewing
- Creating a thorough metadata record to describe each issue
- Running newspapers through Optical Character Recognition (OCR) software to automatically extract the text in order to enable full-text search
- Digitally preserving the image or digital file in our dark archive

We are committed to preserving these digital images for the future, and we are participating in federal research on digital preservation.



<http://texashistory.unt.edu>

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3) If selected for funding, how will you send your materials to UNT?

\_\_\_\_\_ In-person delivery and pick-up

\_\_\_\_\_ Shipping (If you elect to ship your items, how much insurance do you require when we mail these back to you? \$\_\_\_\_\_)

\_\_\_\_\_ Other \_\_\_\_\_

**Requirements for participation:**

Applicants must complete the Project Agreement and/or Online Rights Agreement if applicable.