

The Ohio Memory Project

Submission Information

Project Overview

The Ohio Public Library Information Network (OPLIN), the Ohio Library Council (OLC), OhioLINK, and the Ohio Historical Society have joined together to launch Ohio Memory, which is modeled after the successful American Memory project at the Library of Congress. The project, a celebration of Ohio's bicentennial, will produce an online scrapbook featuring a select number of historical records and artifacts held by archives, libraries, historical societies, and museums across the state.

Acting as a single point of access to historical materials of multiple types from a variety of institutions, the Ohio Memory Online Scrapbook will highlight connections between collections, providing more comprehensive coverage of the state's history than any single institution could. The scrapbook will identify hidden treasures that are currently inaccessible, raise awareness of state and local history, encourage teaching and study of Ohio history using primary sources, and promote academic scholarship and publishing. Long after the celebrations in 2003, the online scrapbook will remain as a lasting legacy of Ohio's bicentennial.

Ohio Historical Society staff will coordinate the project, select materials for inclusion and create the web site for the online scrapbook. Funding provided by OPLIN will allow work to begin on the initial phase of the project, which will focus on identifying and digitizing materials that date from pre-history to 1903. Twentieth-century collections will be added in a subsequent phase.

Selection Criteria

Widespread participation is the primary goal of the Ohio Memory Project. All cultural heritage repositories in Ohio are encouraged to join the effort by submitting their historical treasures. Cooperation among repositories within communities or regions is another important goal of the project. Institutions will be encouraged to work together on a local level, sharing both knowledge and resources.

Although not all materials submitted for inclusion can be selected, at least one collection or item will be accepted from each institution, provided minimum standards are met. Decisions about which items will be included in the online scrapbook will be made based on the following criteria:

- *Historical Significance*: the primary consideration for inclusion is the value of the materials in terms of historical content. Collections or items will be evaluated based on information provided by the institution. Materials for which there is little identifying information are less likely to be accepted. The Ohio Memory Project encourages submission of collections or items that represent experiences that are common to all Ohioans, unique to a specific local community, and that reflect one or more of the Ohio Memory subject categories.
- *Complementary Value*: the Ohio Memory Online Scrapbook will include materials representing various geographical areas and time periods, and portraying various facets of life in Ohio. Materials will be selected that best complement each other to present a balanced view of state history.
- *Time Period*: in this phase of the project, only those historical materials created before or related to events that occurred prior to 1903 will be accepted.

- *Scanning Potential*: project staff will evaluate whether a readable digital image can be created from the original materials. Suitability for digitization is evaluated in terms of image quality and physical condition. For example, items that have high contrast and/or a clean, crisp font digitize well.
- *Ownership*: the institution must hold property rights to the collection or item. The provenance, or history of ownership, should be documented as thoroughly as possible.

How to Apply

Institutions may submit either collections or items. A collection is a group of related documents or three-dimensional objects related by function, subject, or circumstance of creation. Examples include the personal papers of an Ohioan, several quilts made or collected by one person, an Ohio-made set of glasses, or archeological artifacts from one site or culture. Single, unrelated items may also be submitted. A work of art, a photograph of a building, a plant or animal specimen, and a book are several examples.

To submit collections or items for consideration, please complete one Cover Page and at least one Collection Description Form. If multiple collections or single items are submitted, reproduce the Collection Description Form as needed. Forms may be typed, hand written, or word processed. Word processed forms may be submitted online or via e-mail.

Mail submission forms to:

Ohio Memory Project
Ohio Historical Society
1982 Velma Avenue
Columbus, OH 43211-2497
ohiomemory@ohiohistory.org

Project staff are available to answer questions about the forms and the submission process. Contact Ohio Memory Project Manager Laurie Gemmill at (614) 297-2589 or ohiomemory@ohiohistory.org.

Postmark Deadlines

Submission will be accepted on a quarterly basis:

November 15, 2000
February 15, 2001
May 15, 2001
August 15, 2001
November 15, 2001

A postcard will be sent acknowledging receipt of the submission package. A Content Editor will call to obtain additional information soon after the submission deadline has passed. Organizations will be notified about which of their collections or items have been accepted prior to the next submission deadline. If submissions are accepted, project staff will contact the organization to discuss digitization.