

TSLA REGIONAL DIGITIZATION PROJECT USE POLICY

The Tennessee State Library and Archives / Regional Digitization Project is available only to established Tennessee organizations of a public, civic, educational or cultural nature which are interested in preserving community history through scanning of documents, photographs, letters, diaries, etc. The Regional Digitization Project is not intended for copyrighted materials.

Regional library offices are not normally open to the general public. Each participating regional library will determine its own hours of operation for the Regional Digitization Project as workflow permits. Organizations with materials to scan must make an advance appointment with appropriate regional staff in order to participate. Scanning projects may be scheduled up to six months in advance.

These forms should be filled out in advance of the scheduled scanning session:

- 1) A Digital Materials Release Form (one copy)
- and
- 2) A Metadata Workform for each item to be scanned

A representative from a participating organization must remain in the regional office during the entire scanning process in order to assist in the scanning process, assure accuracy, and answer questions that may arise. No single scanning order should exceed two days of regional staff time per month. Each regional library reserves the right to further limit use of the scanning equipment at their discretion.

Participating organizations should limit scanning requests to documents not exceeding 8.5" by 11.7". In order to assure the safety of documents and because of limited space in the regional libraries, no documents scheduled for scanning should be left overnight. Representatives from participating organizations should remain in possession of the documents to be scanned at all times.

Participating organizations must supply their own CD's or other portable storage devices, e. g. flash drives or external hard drives.

The Tennessee State Library and Archives retains the right to keep a copy of selected digitized images deemed of historic value for the TSLA collection. Due credit will be given to the participating organization through information provided to TSLA on the signed Digital Materials Release Form.

Please sign below. I have read and understand this Use Policy:

Signature

Date