Appendix B: For archival collections (non-newspaper)

1) Name of your institution or family collection: **The Private Collection of the Mangum Family**

Phone: **940-565-3023**

E-mail: **Jacob.Mangum@unt.edu**

2) Cost of Digitization

Format	Number of items you want to digitize	Cost to scan and create descriptive record
Photographs		$3.75 per item
Film Negatives or Slides		$4.00 per item
Glass Plate Negatives		$6.25 per item
Handwritten Materials (letters, notes, etc.) Printed Documents (certificates, deeds, books, etc.)	**12 items** **2138 scans including covers and blank pages**	$3.00 per item **plus** $0.45 per page (Example: a 6-page brochure would be $5.70)
Scrapbooks		$3.00 per item **plus** $2.00 per page**

**Please note the cost for scrapbooks is due to the nature of the items, often times multiple scans are required to fully capture the contents of folded materials attached to a page.

- All materials for the Rescuing Texas History project must be 42.99" x 23.98" or smaller.

- **No photocopies of photographs or documents** can be accepted for this project.

- Ledgers that cannot be disbound will not qualify.

- Yearbooks will not be accepted for this project.   **Total cost: $998.10**

Appendix B: For archival collections (non-newspaper)

These costs cover:

- Creating a master quality image or digital file for preservation

- Providing you with master digital copies of all of your scanned materials

- Creating derivative versions for online viewing

- Creating a thorough metadata record to describe each item

- Running non-handwritten text materials, such as print documents and broadsides, 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.

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

__X___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   _____

Appendix B: For archival collections (non-newspaper)

Requirements for participation:

Submit the application along with an itemized inventory of materials by August 7, 2023.

Itemized Inventory: Photographs, Documents, and Other Items -- EXAMPLE

Instructions:

- This form includes an "Itemized List" (which details each item you are sending)
- *Why do we need this?* Having an itemized list makes checking your items into and out of the Digital Projects Lab more efficient and accurate because it gives us the same information in the same format from every institution. The itemized list also helps us track your items and communicate with you about discrepancies.
- If you have a standardized list or a spreadsheet of your items, you can substitute it for the "Itemized List" (contact us for more information about this)
- The Itemized List should include individual items (can be file-level inventory)
- Only use as many lines as you need (you can change the form in Microsoft Word or contact us for an edited one)

Itemized List:　　Partner Name:

Box Number: 1		
Title or Identifying Number	**Kind of Item**	**Notes**
Fall 2003	Poster	
Spring 2004	Poster	
Fall 2004	Poster	
Spring 2005	Poster	

Box Number: 2		
1-7	Photograph	Together in one sleeve

Appendix B: For archival collections (non-newspaper)

Itemized List: **Partner Name:** The Private Collection of the Mangum Family

To not exceed the $1,000 grant maximum

Title or Identifying Number	Kind of Item	Notes
Fighting Men of World War II Taylor County Edition	Book	Fragile binding
The Men and Women in World War II from Williamson County	Book	
War of Our Years (Potter County)	Book	
The Men and Women in World War II from McClennan County	Book	
The Men and Women in World War II from Grimes County	Book	Torn pages
The Men and Women in World War II from Hall County	Book	
The Men and Women in World War II from Collin County	Book	
The Men and Women in World War II from Houston County	Book	
The Men and Women in World War II from Falls County	Book	
The Men and Women in World War II from Bell County	Book	
The Men and Women in World War II from Panola County	Book	
The Men and Women in World War II from Brazos County and Aggie Veterans	Book	