

# Illinois Digital Newspaper Project

## Newspaper Digitization Nomination Form

Funded by the National Digital Newspaper Program, 2022-2024 grant cycle

### General Information

#### 1. Nominating institution

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#### 2. Holding institution (if different from nominating institution)

*If you are nominating a newspaper held at a different institution, please write the holding institution here.*

*To nominate collection material from an institution other than your own, you will need to get permission from the holding institution and attach a signed agreement form to this application.*

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#### 3. Name of nominator

*Please include your job title*

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#### 4. Contact information of nominator

*Please provide your email and daytime phone number*

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## 5. Nominated newspaper title

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## 6. Place of publication

*Please provide the town and county*

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## 7. Dates available on microfilm

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## 8. Is the newspaper represented in the Illinois Newspaper Project Directory or the United States Newspaper Directory?

*Please check to see if the nominated title has already been identified and cataloged in either the [Illinois Newspaper Directory](#) or the [United States Newspaper Directory](#).*

- Yes
- No
- Not sure, need help

## Eligibility

*Please note that nominations of exceptional merit that do not meet these criteria may be considered.*

## 9. What is the copyright status of the nominated content?

Please note that the NDNP only accepts newspapers published prior to 1964 and without copyright restrictions. Newspapers under copyright are NOT eligible for this program.

- In the public domain (published prior to 1928)
- In the public domain (copyright not published or renewed)
- Under copyright
- Not sure
- Other (explain below)

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**10. For this grant cycle, we are only considering nominations of microfilmed newspapers. Has this newspaper been microfilmed?**

- Yes
- No
- Not sure

**11. Is this newspaper already digitized and available online?**

Please note that only newspapers not yet freely available online are eligible for nomination. Preference will be given to newspapers not yet digitized, though newspapers digitized but not widely available (those commercially digitized and only available behind a paywall) will be considered.

- No
- Yes, freely
- Yes, but content is behind a paywall
- Not sure, need help
- If yes, please list where:

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## Technical Information

**12. Where are the microfilm reels located?**

Please list all institutions that hold either master microfilm or service microfilm copies of the nominated title. You can find which institutions hold microfilmed newspapers by searching the newspaper title in the Illinois Newspaper Directory.

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**13. On how many reels of microfilm is the nominated content?**

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**14. Microfilm format — What type of microfilm is the nominated title on?**

- Polyester microfilm – first generation "camera master" – negative polarity
- Polyester microfilm – second generation "print master" – negative polarity
- Polyester microfilm – service copy – positive polarity
- Not sure (need help assessing)
- Other:

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**15. Please explain how the microfilm has been stored.**

*Include information about the type of environment the film has been stored in as well as what kind of box the film is in.*

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### Condition of film

*Consider the condition of your film on a scale of 0-5, with 0 being no sign of damage and 5 being heavily damaged.*

**Does this film...**                      *None (0)*              *A bit (1-2)*              *Some (3-4)*              *Many/much (5)*

**16. ...have scratches?**

**17. ...have tears?**

**18. ...exhibit warping?**

### Nominated Newspaper—please tell us more about the newspaper!

**19. Language(s) of newspaper**

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## 20. Geographic coverage of newspaper

Using your best judgment, was the newspaper published for local, countywide, regional, or statewide readership?

- Local
- Countywide
- Regional
- Statewide
- Not sure

## 21. Frequency of publication

*If the publication occurrence changed throughout the newspaper's run, please choose the occurrence that best represents the complete run.*

- Daily
  - Daily except Saturday or Sunday
  - Weekly
  - Semi-weekly
  - Monthly
  - Other:
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## 22. Dates of publication (if known)

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## 23. Approximate page count of nominated content

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## 24. Are there missing issues within these dates?

- Yes
- No
- Not sure

## 25. How many issues are missing from the microfilmed content?

- 1-5 issues
- 6-10 issues

- 11-20 issues
- More than 20
- Not sure

## Nomination Essay

### **26. Please explain the historical significance (either locally, regionally, or statewide) of this newspaper.**

In 500 words (or fewer), please explain the historical significance of this newspaper.

Is the newspaper a special type of publication (labor newspaper, farming newspaper, etc.)? Is there something unusual or interesting about the publishers or the readers? Was the newspaper created and used by a specific ethnic, religious, political, or occupational community in Illinois? For what type of research would future researchers use this newspaper? What might future users find especially interesting or unique about the newspaper? Are regional, statewide, national, or global historical events covered in this newspaper in a way that might benefit future researchers, students, or teachers?

You do not need to address all of these questions. However, please use this essay to talk more broadly about the history of the newspaper and why you think it should be made widely available for research.

Think about:

- Geographic coverage
- Temporal coverage
- Coverage of specific statewide and national historic events
- Diversity of creator/reader communities
- Unique scope of content (labor, agricultural, industrial, etc.)

**Please keep your nomination essay under 500 words. You may attach a handwritten or typed page.**

## Appendix: Permission Form to Nominate Material Held at Other Institution

If the nominating individual or institution wishes to nominate a title held in an institution other than their own, they must receive written permission from the institution who owns the films. A permission form must be signed by both the nominator and the holding institution and uploaded in this section.

Disclaimer: The institution must understand that if a newspaper held in their collection is selected, it will be their responsibility to ship the reel(s) to the University of Illinois Urbana-Champaign. Illinois Newspaper Staff will assess the reels and prepare them for digitization. Reels will then be sent to a vendor for digitization. The holding institution must understand that, if selected, their material will be out of their collection for up to four months. An additional copy of the microfilm will be created and placed in the Library of Congress for preservation and the microfilm reels will be shipped back to the holding institution by Illinois Newspaper Project staff.

## Permission for External Nominator to Propose Title Held Within Collections

I, \_\_\_\_\_, an individual who works for \_\_\_\_\_, attests that I have the authority to grant, and hereby grant, permission to \_\_\_\_\_ to propose a newspaper held in our collection for the digitization opportunity hosted by the Illinois Digital Newspaper Project as part of the National Digital Newspaper Program, a partnership of the National Endowment for the Humanities and the Library of Congress.

I acknowledge that the nominator has asked permission to nominate a title held in my collection and that I have familiarized myself with the Illinois Newspaper Project, the National Digital Newspaper Program, and the digitization opportunity for which our collection material is being nominated. I acknowledge that I have also familiarized myself with any risk involved in lending out collection material. I also understand that, if a title held in our collection is selected for digitization, the responsibility will fall on us, the holding institution, to package and send the microfilm reels to the University of Illinois Urbana-Champaign using our own time and resources.

Additionally, the staff at our institution understand that (if selected for digitization), once the microfilm reel(s) are received by UIUC, Illinois Newspaper Project staff will collate the reel(s) and outsource them to a vendor for digitization. The vendor will create digital surrogates of the microfilmed content and an additional microfilm reel will be created and sent to the Library of Congress to be stored for long-term preservation.

We understand that, if selected, microfilm from our collection will be temporarily removed from our institution for up to four months. We also understand that the Illinois Newspaper Project (administered by the University of Illinois Urbana-Champaign) is not responsible for lost or damaged collection material.



Newspaper title being nominated:

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Signature of individual at holding institution:

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Signature of nominator:

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Date:

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