

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 one year. 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:

Signature of individual at holding institution:

Signature of nominator:

Date:
