BORN DIGITAL ARCHIVE
Donation Evaluation

LANE
COUNTY
HISTORY
MUSEUM

Thank you for your interest in donating a digital object or document to the Lane County History Museum Born Digital Archive. Due to limited storage space, we are selective in accepting new materials. We appreciate your offer and will respond as soon as we have completed a review. Our review process is explained on the next page. PLEASE DO NOT SEND FILES TO THE MUSEUM UNLESS AND UNTIL WE MAKE SPECIFIC ARRANGEMENTS WITH YOU. Please fill out the form below.

1.) Please describe the digital objects you are interested in donating. If you have a representative sample photo from a photo collection, or pages from a document, that can be helpful. Please send no more than 4 (four) standard web resolution (72dpi) photos, or up to 8 (eight) sample pages of any document by email or cloud transfer

2.) The museum only collects items that assist in interpreting Lane County history. What is the proposed donation's relationship to Lane County? (*For example: photos of an event in Lane County: memes or digital advertisements for a business or person in Lane County. etc.)*

3.) Please describe file credibility (photo resolution, color profile, file extension, document type and file extension etc.) If you do not know this information, please tell us what you do know about file credibility. A little information is more than no information.

4.) Please provide provenance for the item(s).

1. Are these original items (these items originate from digital sources, such as a phone, digital camera, audio recording, the web), or copies made from a real object or objects or documents (for instance, photographs submitted for scanning, scans you made of photographs)?
   Circle one: Yes   No
   If no, please clarify:

2. Are you the party of origin? Is this a photo, meme, url that you found yourself?
   Circle one: Yes   No
   If no, please clarify:

3. Are you the original creator of these files? Did you take the photograph or author the
   document or image submitted here?
   Circle one: Yes   No
   If no, please clarify:

4. Do you own the source generator of the image or material(s) offered? Do you own the camera,
   phone, laptop on which the original document, image, video, or audio file was created?
   Circle one: Yes   No
   If no, please clarify:

5. Do you currently have legal copyright over this item?
   Circle one: Yes   No
   If no, please clarify:

6. Approximately how many items are you offering—how many photographs? A rough number is
   fine if you are not presently sure.

7. Are these materials complete in this form (i.e. "all of the scanned photographs of my
   grandfather's photo album), or is this a selection from a larger resource (i.e. a few pages
   relating to Lane County scanned from my grandfather's photo album)?

8. In total, about how many kilobytes/bytes/megabytes/gigabytes/terrabytes of material will you
   donate? A rough figure is fine.

9. What is the proposed means of transfer? Will you leave a hard-copy of transfer means with
   the Museum (for example a thumb drive, a DVD-r with original video, a hard drive with digital
   files saved to it)

Name
Address
City, State, Zip:
Daytime phone number
Email

BORN DIGITAL ARCHIVE
Review Process

Any potential donation to the Museum goes through an acquisitions review process in which the Digital Archivist considers potential donations for relevance to Lane County history and our current collections. The Archivist also considers:

- Provenance
- File credibility, including size, and storage space requirements
- Legal accessibility: Most submission will be in the public domain or ready-to-be-made public. This means you are the owner or originator and can grant LCHM free use, and/or copyright stewardship over born digital materials. LCHM also accepts materials for under limited use terms for research purposes. In these cases donors may retain exclusive copyright, but ask or grant LCHM ability to make the materials accessible to the public for research and perusal. Such materials are excluded from LCHM's retail reproduction services. LCHM does not have resources to verify copyright status if you are unsure of the origination of a digital file.
- File size: Digital storage space is limited, so file size is a factor. Physical space is more limited, so donation of drives or CD and DVD-r's (for example) are subject to review of our physical storage space. LCHM has no ability to recover lost or damaged data; files must be readily accessible and inventoried at the time of donation.

We want to assure you that if the Digital Archivist does not accept a donation, it does not mean that we do not value or appreciate the offer. Much as we would like to accept every donation, we are not able to do so.

If you do wish to offer files to the Museum, please ask for a Born Digital Acquisition Review Form. You can email, the form to the Digital Lab at digital@lchm.org. PLEASE DO NOT BRING DRIVES OR DISCS OF ANY SORT TO THE PHYSICAL MUSEUM UNLESS REQUESTED BY STAFF. Because our staff members are part-time, the appropriate staff member may not be here when you come in, and the Museum cannot take custody of materials until they are accepted with a written agreement.

We cannot offer appraisals for tax purposes (conflict of interest), or general estimates of value for historical materials. However, we can provide a list of licensed appraisers upon request.

Thank you for thinking of the Lane County History Museum.

Steps to donate to the Born Digital Archive
1. Complete and submit evaluation form.
    a. Supply technical information as completely as possible
    b. Be clear in your narrative how the materials are relevant to Lane County
    c. Provenance is important even with digital files: not all relevant digital material will emanate from the donor, but it's still important to know the source of data as closely as possible
    d. Submit any samples or links that seem relevant to help clarify the files or data you are offering.
2. The Digital Archivist will evaluate your submission and discuss with you any specific terms for the submission that seem relevant or necessary.
3. Digital Archivist on behalf of LCHM will propose terms of gift to you. Terms can include, but will not be limited to
    a. How much data LCHM will accept
    b. Formats and Media gift in which gift/submission will be delivered
    c. Copyright and Licensed Use terms
4. Both parties agree to the terms of the terms outlined in a Deed of Gift by signing (donor/agent) and counter-signing (LCHM Digital Archivist/received by)

LCHM will accept the data in the form outlined in the Deed of Gift

Delivery formats/methods
USB thumb drive (jump drive, flash drive), external hard drive, external flash drives, computers (rare occasions with sufficient reason), CD-r, DVD-r, cloud, email

Exceptions and Alternatives
Not all submissions to the Digital Archive are Born Digital. In some instances the Digital Archive will accept digital copies of analogue materials when it is known that no analogue artifact will be kept by the museum. This means that the Digital Archive will hold exclusive digital copies of any original artifact that is not kept on site. While we will accept scans of photographs made by 3rd parties, those scans do need to adhere to LCHM baseline archival standards (technology changes quickly; talk to Digital Archivist to determine current baseline archival standard). LCHM will also agree to and coordinate a temporary loan situation whereby we will scan donated photographs on site and return original artifacts to the donor. This process will happen within an agreed timeframe so that property is not retained for unnecessary lengths of time.
LCHM does not have facilities to transfer film or analogue (tape) video to digital file format. Analogue donations should be directed to Collections.

Deed of Gift
Donors are asked to sign a deed of gift, the legal document that governs a donation of materials to Lane County History Museum. Digital Archives staff will supply sample deeds and will work with donors to define the terms of the gift. The deed addresses physical ownership, ownership of intellectual property rights, and access to the materials.

<h1 align="center">BORN DIGITAL ARCHIVE</h1>

What is the Born Digital Archive?
Items originating in digital format from a single source, such as a digital photo, or word document.

Digital Images
Digital photographs or video from a phone, DSLR camera, or digital video camera. *Hi8, VHS, or other recorded format materials that exist on some form of media, i.e.* magnetic tape*, should be submitted to the Archives and Library for review; the LCHM Digital Lab does not have the ability to transfer taped materials to digital format at this time)*

Acceptable file formats will be high resolution ,jpeg or .jpg, .tif or .tiff, camera RAW or equivalent (contact the Digital Lab for acceptable alternatives), .mp4 or ,mov (Quicktime movies)

Sound Files
Any sound originally captured by digital means—phone, computer, Digital Audio Capture. These formats typically are .wav, .aif, .aiff, or.mp3. At this time the Digital Lab cannot convert proprietary file formats (such as ProTools audio cache files). Please convert these to one of the above formats (preferred: 24 bit or higher .aif or .wav) prior to review and delivery.

Text Files
Any file that originates in digital format, such as a book, brochure, story-telling, or other informational file that stands in the place of a physical paper analogue. File formats may be: .doc, .txt, .rtf, .pdf, and LaTex files.

Physical Storage Units
Any collection of files stored on a thumb drive, flash drive, external drives with USB, Firewire or Thunderbolt connection, internal drive, CD or DVD-r, Please note that the contents of the unit must be inventoried in a document separate from the unit itself, as well as a copy of that document included on the unit.

Archive Formats
The Born Digital Archives readily accepts the following forms of data files:

Image: Camera RAW, high resolution jpeg or jpg, gif, png, tif or tiff

Video: mpeg, H624, Quicktime Movie

Text: Word document, html, webarchive, Portable Document File (pdf), LaTex

Audio: wav, aif or aiff, 320 bit rate mp3 (not preferred), ogg, flac,

Means of Capture
Phone (identify make, model, year if applicable in submisson), camera, laptop (identify make, model, year and processing information in submission), digital field recording (identify device and bit rates and Hz recorded), DSLR, digital video, video transfer, scanner,