



## **Recollections: Kansas Participation Agreement**

Participation in the Recollections: Kansas is open to libraries of all types in the state of Kansas. Access to the project is paid for by the Kansas regional systems and the State Library. In order to add items to the Recollections: Kansas project, participating libraries must have copyright or permission to post the items they acquire for the site. Participants must complete a copyright statement form for each item and use either an item information form or a spreadsheet document with the information required for each item in a collection. The copyright information form must remain on file at the library for future use.

### **Visits from Regional System Staff**

Before a library joins the Recollections: Kansas project, a system consultant from the library's home region will come to visit and discuss the project and participation requirements. This gives us a chance to explain what is involved in the project and to discuss what kinds of items the library wishes to add to the site. At that time, the library will get an account that allows them to determine the structure of their collection(s) and add items, collections and exhibits to their site. The librarian is responsible for the organization of the site, collections and exhibits.

### **Item Selection**

Items added to the Recollections: Kansas site should be original, historical, Kansas-related material dating from before 1978. At this time, the Recollections: Kansas project is not working with full runs of local newspapers, yearbooks (or any other items that consist mainly of many small pictures on a single page), with whole documents such as genealogical tracts, government documents or pamphlets or with compiled indexes of material such as obituary indexes. These materials may be considered later in the program. Videos and audio files created by the library or the library's partners after the 1978 date may be added if their subject is historical or they contain an oral/video history of a topic or person related to Kansas. Exceptions to the 1978 cutoff date may be made if the project meets the purpose statement of the Recollections: Kansas program.

Types of materials that can be considered for inclusion are:

- Photographic negatives, prints, movie film
- Archival materials, manuscripts, diaries, personal journals
- Sheet materials such as musical scores, maps, posters, drawings, prints, postcards and individual newspaper or journal articles
- Sound and video recordings including oral histories and tapes

The Recollections: Kansas project reserves the right to refuse items that do not fit the purpose or standards of the project.

## Item Information

Participating libraries and their volunteer partners will need to provide as much information as possible for each item. Recollections: Kansas can provide item information worksheet(s) for item information collection. This information can be collected by staff or volunteers. Members of the community or partner organizations can be brought in to help identify people, locations and events.

## Digitizing the Items

Libraries are responsible for digitizing the items to be added to Recollections: Kansas, though some regional system staff may be available to assist in the project. Scanning directly to the JPG format at a bit depth of 100 to 600 pixels per inch is recommended. Other image files (TIFF, PNG, etc.) are accepted, but will be displayed on the site as JPGs at a low pixels per inch depth. Videos and audio files should be as compressed as much as possible before uploading.

Each library is responsible for uploading their items and creating the corresponding metadata records in the Omeka platform. The Recollections: Kansas staff and regional system consultants can provide training for libraries and volunteers to add their content to the site.

Depending on the level of participation across the state, there will be limits to the amount of server space available for each library. If a library or library system needs more space, NEKLS can work with that library to acquire more server space at the going rate given by our hosting provider.

We hope that after reading this you are interested in participating in the Recollections: Kansas project. The value of the project increases as more libraries from across the state participate. Putting items from your collections online also creates awareness of your library and community and makes you more visible.

To learn more or to arrange for a visit, please contact your regional system consultant.

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Library Representative

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Date

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Library Representative Title

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System Consultant

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Date