

Utah State Archives  
Utah State Historical Records Advisory Board

**Policy Defining the  
Use of USHRAB Funds for the  
Digitization of Information Resources in Utah**

(July 2013)

Grants are available to Utah's cultural heritage institutions, such as archives, governmental entities, libraries, historical societies, and museum archives, through the Utah State Historical Records Advisory Board (USHRAB) for digitization projects for the care, preservation, and access of historical records. Grants are administered by the Utah State Archives which established this policy to extend the benefits of limited funding available to the largest audience in a way that efficiently builds useful, enduring, and technically sound digital information resources for the future.

**Digitization**

Digitization is the process of converting tangible formats to electronic. Often this is done by scanning, whereby text or photographic documents are scanned; though it also includes converting other materials, such as video or audios on tape, into electronic files.

Cultural institutions applying for a USHRAB grant for digitization projects must adhere to the [Best Practices](#) for digital formatting and metadata standards outlined by the Mountain West Digital Library (MWDL)\* to ensure the sustainability of digital collections.

*Access digitization*

Most digitization projects undertaken are for *access*. These projects often digitize photographs or documents to create exhibits or extend public access of collections. Grant applicants for these types of digitization projects must consult with the State Archives or a regional digitization center\*\* on the feasibility and scope of the project. Applicants must include information summarizing the consultation and additional relevant details on accomplishing the project on the application.

*Preservation digitization*

Fewer digitization projects have a *preservation* focus. These projects might include formatting historical records that are on obsolete media to electronic mediums, such as the transfer of Grey's Audograph recordings to electronic files. They might also include digitizing unique documents that are in such fragile condition they can no longer be handled.

For preservation projects, grant applicants must consult with the State Archives on the feasibility and scope of the project and provide an assessment of migration plans for the future, ongoing preservation of the electronic resource.

Whether for access or preservation, with digitization projects the original record may not be destroyed; the institution must provide a statement that it will maintain the original record.

### *Born digital or electronic*

Projects for the care and preservation of records that are created electronically will be considered as preservation, not digitization, projects. An example is the acquisition, care, and preservation of a photographic collection that comes to an institution in electronic formats such as TIF or JPG files. When making an application for these types of projects, the institution should include in its scope of work a migration plan for the ongoing care and sustainability of the collection. The State Archives should be consulted to assist with developing these projects.

### **Grant Awards**

Recommendations and funding decisions regarding specific grant requests will be made independently by the Utah State Historical Records Advisory Board, with consideration given to judgments rendered by the State Archives and/or regional digitization centers. Each application will be judged on its merits in competition with the other requests considered in the USHRAB grant round.

\*For standards on digitization, refer to the Best Practices documents at [http://mwdl.org/docs/digital-imaging-bp\\_2.0.pdf](http://mwdl.org/docs/digital-imaging-bp_2.0.pdf) and metadata standards at <http://mwdl.org/members/guidelines.php>.

\*\*Regional digitization centers are associated with the following Utah Academic Library Consortium (UALC) members: Merrill-Cazier Library, Utah State University, Logan; Marriott Library, University of Utah, Utah State Archives, Salt Lake City; Lee Library, Brigham Young University, Provo; Utah Valley University Digital Archive, Orem; Weber State University Stewart Library Digital Collections, Ogden; and Sherratt Library, Southern Utah University, Cedar City. Contact information for each regional center is available at the Mountain West Digital Library website at <http://mwdl.org/aboutPartners.php>.