



DENNY HOSKINS, CPA

SECRETARY OF STATE
STATE OF MISSOURI

Letter of Intent

LSTA Digital Imaging Grants & Missouri Digital Heritage Contributed Collections

Instructions for Submittal:

All prospective applicants for LSTA Digital Imaging Grants must submit a Letter of Intent prior to the actual application. This gives the State Library and the State Archives the opportunity to preview projects and discuss problems or unclarities with applicants before they actually draft their application. The goal of the Letter of Intent is to generate more well-planned and fundable digital imaging projects that can make significant contributions to the Missouri Digital Heritage statewide digitization program and to Missouri's online historical resources.

Institutions that would like to have a historical collection considered for digitization in the Secretary of State Imaging Services Lab and uploaded to the CONTENTdm database should also submit a Letter of Intent.

Missouri Digital Heritage collection priorities are city directories, military history, oral history, and photo collections. The Missouri State Archives' Policy and Procedure for Graphic and Sensitive Images is applicable to any images added to the Missouri Digital Heritage.

Institutions interested in digitizing historic newspapers should contact the State Historical Society of Missouri's Newspaper Librarian, Katelyn Ziegler, at 573-884-0264 or zieglerke@shsmo.org.

Letters of Intent should include, at a minimum, the following:

- Institution name & address and project manager contact information.
- Scope, content, and historical significance of the collection to be digitized.
- Physical description of the collection.
- Description of existing metadata, cataloging, finding aids, or other inventory of the collection.
- Technical infrastructure in place at the institution (personnel, equipment, etc.)
- Planning process for the project.
- Technical issues in the project.
- Copyright statement.
- Willingness to share the collection with the Digital Public Library of America for greater access.

Please have the letter signed and dated then FAX it to: 573-751-3612

Or scan the signed letter and send as an attachment to lsta@sos.mo.gov

James C. Kirkpatrick State Information Center
Library Development • PO Box 387 • Jefferson City, Missouri 65102 • (573) 751-3615

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