Modern Endangered Archives Program

Informational Webinar - Preliminary Application

October 19, 2021
Agenda

1. What is MEAP?
2. MEAP Eligibility
3. The MEAP Application Process
4. Applying to MEAP (via Survey Monkey Apply)
5. Best practices for Completing a Successful Preliminary Application
6. Questions and Answers

MEAP > Available Funding
What is MEAP?
The Modern Endangered Archives Program (MEAP) is a UCLA Library granting program.

We aim to preserve global cultural heritage collections at risk of loss due to environmental conditions, political uncertainty, inherently unsustainable media, inappropriate or inadequate storage, climate change, or social strife.

We award grants aimed at documenting, digitizing, and making accessible endangered archival materials from the 20th and 21st Centuries, including print, photographic, film, audio, ephemeral, and born digital objects.
MEAP: Goals

We fund projects that:

➔ Preserve at-risk cultural heritage
➔ Expand the culture for open access
➔ Build local capacity for digitization

*All criteria for evaluating applications.
MEAP: Program Overview

Fourth Call for Applications

- 16 projects funded in round 1
- 21 projects funded in round 2
- 29 projects funded in round 3

15-30% of applications are funded each year.

Archival material from 34 countries thus far supported by MEAP

From “El gran film del Uruguay - Coleccion Carlos Alonso”
(“The great film of Uruguay - Carlos Alonso Collection”)

From UCLA Library
MEAP: Program Overview

5 Published Collections:

- Barbados Ephemera Project
- Ibacaba Farm Archive (Brazil)
- The Music and Oral traditions of Western Rajasthan, India
- The Justino Valentim Collection of Vaihoho Sung-Poems from East Timor
- Ramakatane Archive (Lesotho)
MEAP: Program Overview

PLANNING GRANTS [up to 12 months, $15,000]

GOAL: Time to organize, assess and prepare a collection for digitization

- **Document and Organize** through cataloguing, assessment, survey, or inventory creation
- **Evaluate or secure rights** through communal engagement, relationship and trust building, formal permissions, identification of private or sensitive materials

PROJECT GRANTS [up to 24 months, $50,000]

GOAL: Digitize and create robust item level metadata for full scope of project

- **Digitally convert** existing archival materials [print, audio, video, other]
- **Document** collections through Item level metadata on the UCLA Metadata template [English +]
- **Curate existing digital materials** (social media content, email, software, other) by capturing and cataloguing according to a mutually agreed upon metadata template
MEAP: Program Overview

Open Access

→ MEAP content must be shared openly online at meap.library.ucla.edu.

→ Survey, Inventory, Digital Images, Audio files, Video
MEAP: Program Overview

"A Midsummer Night's Dream"

Title
"A Midsummer Night's Dream"

Creator
Stage One Theatre Productions
Bridgetown Players Green Room Theatre Club

Description
Special souvenir booklet with program and cast information for the gala opening of a "Caribbean version" of "A Midsummer Night's Dream" by William Shakespeare, presented by Stage One Theatre Productions and the Bridgetown Players Green Room Theatre Club. The event took place between April 4-14, 1990, under the patronage of Governor-General Sir Hugh Springer and Lady Springer. Proceeds from performances went towards children's charities. No location information provided.

Language
English

Publication Information
April 1990, 1080-01
Barbados

Subjects
20th Century
Theater
West Indian drama (English)
Copyright

- Contemporary materials will likely be under copyright.
- Original copyright owners retain copyright. **We do not ask for copyright transfer.**
- We do REQUIRE PERMISSION to publish online. Project team responsible for securing permission to publish content.
  - Grant of Permission form **highly recommended at Detailed Application stage for Project Grants.**
  - Recommend [Creative Commons licensing](https://creativecommons.org/licenses) (CC-NC). Do not require.
MEAP: Program Overview [Rights cont]

Project team responsible for securing permission to publish content.

What does INFORMED CONSENT look like for your collection?

- **Layered Copyright** | Copyright ownership for the recording may not cover ownership of underlying content (i.e. song recorded at a concert)

- **Privacy + Ethics** | Collections that document individuals, especially photos and videos, must account for individual consent and permission

- **Indigenous Content** | Collections that document indigenous communities, rituals, or practices may need additional forms of consent.
MEAP Eligibility
MEAP: Eligibility

We aim to fund digitization of *at-risk archival materials* in geographic areas with limited resources available for preservation.

➔ 5 primary categories for eligibility based on the *content* of the project
➔ Criteria for eligibility for Applicant
➔ Criteria for eligibility for Host Institution
MEAP: Eligibility [Collections]

1. ENDANGERMENT

Focus on MATERIAL ENDANGERMENT

Archival content must be imminently at-risk due to environmental conditions, political uncertainty, inherently unsustainable media, inappropriate or inadequate storage, climate change, or social strife.

Loss of knowledge or communal understanding of the collection is not a criteria for endangerment for MEAP. However, it is an important component for building your project team and project work plan. Will you engage with the local community or community leaders to document materials and create rich, contextual metadata?
MEAP: Eligibility [Collections]

- **Age of Material** | From the early 20th century to the present, preferably with a majority of the material dating from the 1940s or later.

- **Subject Matter** | Materials should document history, society, culture, and politics, with an emphasis on social justice, human rights, and under-documented communities.

- **Geographic Focus** | MEAP seeks to fund projects from regions outside North America and Europe. We encourage applications from Africa, the Caribbean, Latin and Central America, the Middle East, Central Asia, South and Southeast Asia, and Oceania. Applications to work with collections currently held in North America and EU/UK are eligible to apply only if other avenues for funding have been exhausted.

- **Format** | Materials may be in a variety of formats, including print, audio, video, photographs, ephemera, and born-digital files (including but not limited to blogs, cell phone videos, website pages, 3D images, magnetic tape, and social media content).
MEAP: Eligibility [Applicant]

ELIGIBLE APPLICANTS:

Individual applicants must be associated with an institution and cannot apply for independent funding.

Applicants may be:

- Any accredited member of teaching or research faculty at a university or similar higher education institution.
- Archivists and librarians with responsibilities for special collections in archives, a national or research library, or a similar institution.
- Affiliated leaders of not-for-profit organizations or community organizations that hold at-risk cultural heritage materials.
- Graduate students, but must have established long term institutional commitment. Consider and plan for: what if you graduate and move institutions?
MEAP: Eligibility [Host Institutions]

ELIGIBLE INSTITUTIONS:

Grants must be administered by not-for-profit organizations. Host institutions should be a community organization, university, archive, library, research or cultural institution.

- Applications from state institutions requesting support for the preservation of their own holdings should demonstrate some contribution in kind, such as the provision of staff time, use of equipment, providing training or workspace.
- Each project must have an administrative contact who has financial and signatory authority (this may be the principal applicant or another individual at the funded institution.
- **Host Institution is responsible for managing and reporting on the grant funds throughout the full lifecycle of the project. Also for committing to legal subaward agreement.**
Eligibility

Questions?
THREE

MEAP Application Process
# MEAP: Application Dates

<table>
<thead>
<tr>
<th>Application Type</th>
<th>Due/Communicated</th>
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<tbody>
<tr>
<td>Preliminary Application</td>
<td>Due November 15, 2021</td>
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<tr>
<td>MEAP Internal Review</td>
<td>Decision communicated by</td>
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<tr>
<td></td>
<td>December 17, 2021</td>
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<tr>
<td>Detailed Application</td>
<td>Due February 14, 2022</td>
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<td>- Archival Partner Form(s)</td>
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<tr>
<td>- Grant of Permission Form(s)</td>
<td></td>
</tr>
<tr>
<td>- Referee contact information + report</td>
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<tr>
<td></td>
<td>Referee report due February 28, 2022</td>
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<tr>
<td>External Review, MEAP Board Review</td>
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<tr>
<td>Decisions Communicated</td>
<td>Summer 2022</td>
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</table>
1. PRELIMINARY APPLICATION

Preliminary Applications are reviewed by UCLA Library staff for eligibility. Send feedback for programs invited to complete a Detailed Application.

Eligibility

- Are materials from 20th or 21st Century?
- Are materials currently held outside North America, Europe (EU)?

Points of Feedback

- Is the project feasible due to scope, project team make up, ongoing pandemic, global/local restrictions?
- Has project team considered question of rights regarding Open Access publishing?
MEAP: Application Process

2. DETAILED APPLICATION

If invited to complete a detailed application, applications will be reviewed by UCLA Library staff, technical experts, external experts (like peer review) and the MEAP Review Panel.

Evaluation criteria includes:

- **Endangerment** | How urgently at risk is the content?
- **Scholarly significance** | How will the availability of this content impact research?
- **Uniqueness** | Is this material accessible elsewhere? Has it already been digitized?
- **Viability of online publication** | Has permission to publish online been secured? Does the project team have a plan for assessing ethical or privacy rights?
- **Project feasibility** | Consideration includes the expertise and experience of the project team defined in the application
MEAP: Additional Components

Permissions | Will the UCLA Library be able to publish material online? Have you identified potential concerns or found documentation that details ownership?

Social/Communal Value | How will access to this collection be of value to stakeholders, including local and global community members and researchers.

Work plan | How well thought out is your work plan for survey, digitization, and metadata? Do you have the right team in place to do the work? Have you accounted for creating English language metadata?

Capacity Building | Are MEAP funds budgeted to build local capacity? Consider how you will budget for salaries, training, workshops. Have you budgeted to appropriately and equitably compensate the team on the ground?
Application

Additional Forms

**Archival Partner Form** | Commitment form for your archival partner. If you have more than one, you’ll need more than one form. *Formal letter of participation also accepted.*
- If the collection is not housed at your institution, the organization that currently houses and/or owns the archival material is the Archival Partner.

**Grant of Permission Form** | Commitment form for copyright owner or archival steward. Best accompanied by formal documentation of copyright transfer or ownership.

Start conversations now. Will you be able to secure over Holiday Break?
Archival Partner Form

In the case where there is more than one archival partner, each partner must complete a separate form.

Please provide details of the local archives or similar publicly accessible institutions in the country of origin which will receive the original material and/or the master digital copy and provide access to the material once the project is completed.

Name of archive

Address of archive

Name of individual authorizing this partnership

Position held in institution

Signature

Date

To be completed by the Applicant

a) Please detail the partnership with the archive.

To be completed by the Archival Partner
Acknowledgement

Unless you specify otherwise, the Library will credit the Work in the following manner:

"Title/Description of the Work" © [Licensor Name] or [Institution Name] [Date of Creation]. This work has been made available under a [License Type]. Please credit the copyright holder when reusing this work.

Alternatively, please specify how you would like the Work(s) to be credited:


This Agreement will be governed by and construed in accordance with U.S. law and the jurisdiction of the California Courts.

Please indicate your acceptance of the above by countersigning the enclosed copies of this form, keeping one copy and returning the other to the UCLA Library.

For and on behalf of the owner of the Works

Signed ________________________________ Date ________________________________

Name [please print] ____________________________________________________________

Institution [please print] _______________________________________________________

Email & Postal Address _______________________________________________________

[Space for additional information]

meap.library.ucla.edu > About > Resources and Documentation
Application Resources

- **MEAP Guidelines** | Details the application process, program criteria, and eligible (and ineligible) expenses. Available in Arabic, English, Farsi, French, Hindi, Indonesian, Portuguese, Spanish, and Swahili.

- **Application Templates** | Guides for the Preliminary and Detailed Application. Should be used as guides before submitting online applications. Makes clear what you need to complete the online application.

- **FAQ for Applicants** | Explores commonly asked questions related to the Preliminary and Detailed application. Includes details about eligibility, due dates, and best practices for securing referees and writing budgets.
Application: Terms

- **Primary Applicant** | There must be one principal applicant who takes responsibility for the planning and execution of the project. 3 co-applicants can be added (collaborators). Co-applicants can help manage or direct the program. The Principal Applicant will be responsible for receiving and responding to emails from MEAP related to the application.

- **Host Institution** | Should be a university, research institution, archive or similar noncommercial institution to which the grant will be awarded. This institution may or may not be your home institution. The institution will administer and account for the funds. Host Institution is also responsible for signing legal agreements [legal owner of the project].

- **Archival Partners** | If the collection is not housed at your institution, the organization that currently houses and/or owns the archival material is the Archival Partner.
Modern Endangered Archives Program

We Preserve Cultural Heritage

Our grants enable digitization and access to at-risk cultural heritage collections from around the world. Learn more »

Explore Our Projects
The Modern Endangered Archive Program aims to digitize and make accessible endangered archival materials from the 20th and 21st Centuries, including print, photographic, film, audio, ephemeral, and born digital objects.

MEAP is dedicated to:

- Providing open access to cultural and historical materials from around the world as a challenge to politicized and nationalized historical narratives that minimize or silence multiple voices and perspectives.
- Enabling digital preservation of at-risk cultural heritage from parts of the world with limited resources for archival preservation.
- Expanding the capacity for digital preservation around the world and building a culture of open access that can continue after the period of the grant.

The fourth Call for Applications (2021-2022) is now open: Call for Applications. Preliminary Applications will be due November 15, 2021.
Modern Endangered Archives Program (MEAP)  
Preliminary Application Template - 2021 - 2022

MEAP invites applications for projects designed to preserve, document, and digitize collections at risk from environmental conditions, political uncertainty, inherently unsustainable media, inappropriate storage, or communal and social change. All digital objects created through MEAP projects will be published online by the UCLA Library at meap.library.ucla.edu.

This document acts as a supplementary and preparatory guide for applicants filling out MEAP’s Preliminary Application through our online application system. This template provides step-by-step instructions and notes for completing each section. Please use this document to prepare all aspects of the application prior to submission.

Reminder: MEAP Preliminary applications must be submitted at meap.smapply.io in English by November 15, 2021.

Reference  
- Frequently Asked Questions for Applicants  
- Consult MEAP Program Guidelines before completing your application  
- Application details are available on the MEAP website  
- Send questions to meap@library.ucla.edu

How to use this guide  
- Make a copy of the application template to edit and use for drafting  
- Go to File > Make a Copy or File > Download as Word Doc

Table of Contents
1. Getting Started  
2. Section I: Project Summary  
3. Section II: Project Team  
4. Section III: Materials  
5. Section IV: Rights  
6. Supporting Images/Videos (Optional)  
7. After Submitting a Preliminary Application

Why is the material endangered? (max. 100 words)
Include relevant information to describe why this content is at risk. This may include information about the condition, age, physical location, storage, and/or political context. Material may be endangered as a result of environmental conditions, political uncertainty, inherently unsustainable media, inappropriate storage, or communal and social change.

Note that endangerment is the primary category of evaluation for MEAP. We accept and anticipate a range of possible causes for endangerment. Be sure to articulate why the materials are endangered and what you see as most urgent.

Describe the uniqueness and/or cultural significance of the materials (max. 100 words)
Tell us how significant the materials are to the local community, as well as how they are unique from other materials.

★ The term “significant” indicates how important the material is to any group of stakeholders. Perhaps the materials are meaningful to a local community because it preserves an important practice or history; perhaps the material is important to scholarly communities and can help expand scholarly research about a particular area or group of people.

★ The term “unique” indicates that this material is not accessible elsewhere to the broader public. For instance, mainstream published materials, such as popular novels, are not considered “unique” in this sense. If you propose to digitize previously published materials, be sure to note how the material might augment what is already available (e.g. You propose to digitize a full set of journals or magazines that are currently only available with large gaps or missing editions).

Describe the scholarly value of the material (max. 100 words)
How will access to this material shape future research or teaching? Consider how researchers, students, teachers, and other people currently access the material. Can this material help scholars reimagine previously held assumptions?
FUNDING AVAILABLE

Call for Applications 2021-22 | Preliminary Applications due Nov 15, 2021

- Applications will open September 2021 at https://meap.sapply.io/
- Call for Applications available in Arabic, English, Farsi, French, Hindi, Indonesian, Malay, Portuguese, Spanish, Swahili
- Register now for an Informational Webinar for all Applicants | Tuesday, October 19, 2021 (9 am Pacific Time)
- All MEAP applications must be submitted through our online application portal

MEAP APPLICATION PROCESS

- PRELIMINARY APPLICATION TEMPLATE [PDF, Google Doc]
- DETAILED APPLICATION TEMPLATE [PDF, Google Doc]

PROJECT PLANNING GUIDES

MEAP > Applicant Resources
# Project + Planning Resources

**MEAP Project Resources** - Documentation that outlines standards, workflows, and best practices for digital preservation projects.

| Project Planning Guides | ● Planning a Print/Photography Digitization Project  
● Planning a Audio Digitization Project  
● Planning a Video Digitization Project |
|-------------------------|----------------------------------------------------------------------------------------------------------|
| Survey Templates | Reference for Planning Grants | ● MEAP Template for Survey Planning  
● MEAP Template for Item Level Inventory |
| Metadata Resources | Guides for MEAP specific metadata requirements | ● UCLA Library Metadata Template  
● Metadata FAQ  
● How does Metadata work for MEAP? [Infographic] |
How your Metadata is Translated onto the Publication Site

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</table>

I. Planning and Assessment (Pre-Digitization)
   A. Formulate
   B. Relocating, Clearing and Degradation Treatments
   C. Counting and Prioritizing

II. Equipment and Software
   A. Video Standards
   B. Equipment
   C. Cables and Connectors
   D. Software

III. Building a Digitization Station
   A. Draw the Signal Path
   B. Install the Station
   C. Document the Workflow

IV. Managing New Digital Files
   A. Target Formats
   B. Quality Checks (QC)
   C. Storage

V. Planning Practices and Resources
   A. How to Maintain your Station
   B. Budget Considerations
   C. Companies and Vendors

Modern Endangered Archives Program

Planning a Video Digitization Project: Resources and Best Practices

I. Planning and Assessment (Pre-Digitization)
   A. Formulate
   B. Relocating, Clearing and Degradation Treatments
   C. Counting and Prioritizing

II. Equipment and Software
   A. Video Standards
   B. Equipment
   C. Cables and Connectors
   D. Software

III. Building a Digitization Station
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V. Planning Practices and Resources
   A. How to Maintain your Station
   B. Budget Considerations
   C. Companies and Vendors

‘Metadata Resources’
Applying to MEAP
Applying to MEAP

All applications must be submitted in English

All applications must be submitted through Survey Monkey Apply at https://meap.smapply.io/

*Walk through available in Application Template*
Applying to MEAP

Thank you for your interest in the Modern Endangered Archives Program from the UCLA Library. You must register below to complete an application. All application guidelines and eligibility details are available at meap.library.ucla.edu.

Register with

First name: Rochel
Last name: Debinger
Email: ndebinger@library.ucla.edu
Password: **********
Confirm password: **********

By registering for an account, you agree to our terms of service and privacy policy.

*Walk through available in Application Template*
Applying to MEAP

Preliminary Questions Form

Note: This application must be submitted in English.

I. Project Summary

Type of Project
MEAP offers two kinds of grants: Planning and Project. Choose one kind of grant for your application.

- Planning grant of up to $50,000 for up to 1 year to evaluate collections for digitization and/or curation.
- Project grant of up to $500,000 for up to 3 years to digitize (or organize already digital assets), describe, and deliver digital assets and metadata to the UCLA Library.

Project Title

Short Title (max. 100 characters)
Please enter here a shortened title for the project. This title is necessary to use on our MEAP website (if project is funded) and for other promotional needs.

Project Abstract (max. 100 words)

*Walk through available in Application Template*
Applying to MEAP

*Walk through available in Application Template
FIVE

Best Practices:
Completing an MEAP Application
What are we looking for?

★ What is in the collection?

★ Is the collection at risk? Why? How urgent is the risk?

★ Why is this collection important?

★ What is your plan? Do the budget, workplan, and staff match the content needs?
Best Practices: Focus on the Collection

- Detail the kind of material and what it reveals.

- Consider why it is endangered AND why it is important.

- What makes the collection unique and valuable to scholars? Why these materials?

- What makes the collection valuable to your community? Who will be excited by the project and interested in using the material?
Best Practices: Focus on the Collection

Don’t just describe the relevancy of the project or the importance of the institution. **Tell us what’s in the collection.**

- Notebooks, letters, political texts, and handwritten diaries
- Personal papers, organizational records, meeting minutes, posters from a political movement
- Rolls of nitrate film, shot in documentary style throughout documenting a pre-modern rural lifestyle
- Personal collection of photograph documenting daily life from 1950 – present
- Extensive documentation, including photographs, handwritten maps, and architectural drawings, of an archaeological site
Best Practices: Institution + Project Team

Define who will be working on the project and how they fit into the institution. Remember, MEAP seeks to build local capacity.

- Consultants, training, and management can be part of the project plan, but the budget should not focus on consultants or travel costs.

- Budget salaries at an equitable rate for the staff who will conduct the work.
  - Who will be imaging the material? Who will create the metadata?

- How does the project fit into the larger institution?
  - Will the institution invest in the project through cost share?
Best Practices: Ineligible Expenses

MEAP will not fund INDIRECT COSTS. You should not list them as a line item on your budget or as components of the budget.

- Salaries for people who will not be working on the project (i.e. finance team)
- Utilities or ongoing operations costs
- Space: we expect to see a host institution or partner institutions provide space as part of their investment/collaboration
- Some preservation materials can be included, like archival folders or boxes, but large-scale infrastructure projects are not eligible.
Best Practices: Ineligible Expenses

MEAP will not fund the creation of NEW CONTENT.

- Should not see audio capture equipment or software on your budget.
- Should not see activities related to video capture, creating a film documentary or exhibition (e.g. directors, museum curators)
- Community Engagement should not be publicity, promotion, or exhibition events
- Community Engagement events should be focused on:
  - (1) building buy-in from a community of stakeholders to expand informed consent or secure formal permissions
  - (2) Capturing community knowledge in detailed metadata or inventory
Best Practices: Project Scope [Planning Grant]

If you are building a new collection by bringing together materials held by different individuals or institutions:

- Consider the time it will take to build relationships and trust with each.
- Articulate how the collection fits together and why the different parts are important.
- Where will the materials live after the project? Will you have access again for digitization? Will they be moved to a repository together?

Consider scale of description: Will you describe the materials at the item level, folder level, collection level?

- MEAP Template for Survey Planning
- MEAP Template for Item Level Inventory

Be specific about rights: will you work to secure permissions or determine criteria for privacy review or build a network of community members who will help evaluate
Best Practices: Project Scope [Project Grant]

**Metadata** - Required at the item level and in English: Plan for documentation to take time and require training if not done by a cataloguing expert. We want to see who will be responsible for this work. Do they have experience cataloguing? If not, how will they receive necessary training? Will you need to hire a translator?

- Plan for kick off call with MEAP team to talk through [UCLA Digital Library Metadata Template](#) (build into work plan).
- Plan to share sample metadata with MEAP team early in the process (build into work plan). See newly published [Metadata Resources](#).

**Target Formats + Digital Object** - We ask for preservation quality files for each page or item (uncompressed Tiff, Wav, Mov) for digital preservation + access quality files (compressed, jpg, mp3, mp4). May also create access PDF for paginated objects.
Modern Endangered Archives Program
Metadata Planning Worksheet

Use this worksheet to brainstorm how you might want to describe items within your collection and to hone in your choices before filling out the spreadsheet. We suggest printing this worksheet out for each type of material you have in your collection and using it to set up metadata norms across your project team.

Material Type:

<table>
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<th>Metadata Field</th>
<th>Hint</th>
<th>Example</th>
<th>Project Details + Notes</th>
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If original title not in English
Translated Title | lang

Regards to honourable people of Behdinan for their resistance and respect

MEAP > About + Resources > Project Resources
"Metadata Resources"
Best Practices: Project Scope [Project Grant]

**Multiple content types** - Consider who will be responsible for leading digitization of all types.
- Do they require training?
- Build time in for samples, feedback, and workflow refinement for each type
- Outsourcing digitization is okay.

**Software** - Did you budget for software?
- Lighting, file naming, other edits can be made in software
- Walkthrough for using Lightroom in [IDEP (UCLA Digital Library) Toolkit](Jump to START CAPTURE)

**Sharing content** - MEAP provides cloud based storage for all projects. Do not need to budget for shipping hard drives to UCLA.
- Build sample phase into work plan.
Recommended Software

Using software on your images will allow for the following, if needed:

- Tethered capture for images
- Ingesting material (fix lighting, cropping, color, etc)
- Convert files into acceptable format

When capturing images, it is best to have your camera tethered to a computer software that processes the image files and displays them on the screen. There are three options that UCLA recommends:

1. **Lightroom** - Paid through a subscription model, the cost of which can be included in any MEAP project budget. In the Ingestion and Export sections, we provide steps on how to use Lightroom for processing images.

2. **Darktable** - An open source application, no cost involved. In the Ingestion and Export sections, we provide steps on how to use Darktable for processing images.

3. **Capture One** - A more expensive application that is bought in a one-time payment, but still can be included in any MEAP project budget. Please note that MEAP does not provide documentation for ingest or export in Capture One.

**PRO-TIP**: Read the readme.txt for more information on using the software. Consider exploring other resources (e.g. online articles or videos) to learn how to use software.
Best Practices: Include Images

Both applications include the OPTION to upload photos or videos. We recommend you use that module in the application to show our team and the application reviewers the state of your material.

It can support your argument for ENDANGERMENT.

Also, can help our team conduct a preliminary assessment of copyright by showing us what’s in the collections.
Top Left: From "Ephemera from the Barbados Department of Archives" (HeritEDGE Connection)
Top Center: From "Archival Images from the Albanian National Film Archive" (AQSHF)
Top Right: From "The Photographer who woke up from the Dead - Mohlouoa T. Ramakatane" (Photography Legacy Project)
Bottom Left: From "Archival Images from the Albanian National Film Archive" (AQSHF)
Bottom Center: From "The Biobio Legacy: Mapuche-Pehuenche Organizing and Resistance in Chile" (Cristian Opaço)
Bottom Right: From "Photo Slides from Afghanistan, Dupree Collection" (ACKU)
SIX

Questions and Answers
Representative Questions

Question 1
Can my content be shared on another site/platform, in addition to the MEAP/UCLA website? Monetized platforms? Sold publications?

Yes. We expect that you will share digitized content with the archival partner, host institution, and other affiliated archives or organizations. We also encourage you to share digitized content on locally hosted websites. (Note: You can budget for funds to support a local website, but we advise the expense be a small percentage of the overall budget. See 4.1.5 on MEAP Program Guidelines for more details.)

Our understanding is that any materials digitized with MEAP funds will be shared openly - meaning without cost to the user. One evaluation criteria for MEAP applications is the “articulated commitment to the program’s Open Access policy.” With that in mind, a project aiming to publish content on a monetized platform or through for-sale publications would likely not be funded. See 3.2 and 7.3 on MEAP Program Guidelines for more details.

Note: The copyright owner may still charge for use of content in for-profit publications.
Representative Questions

Question 2

*Can my project involve materials from different archives/collections? Different regions? How does copyright work with multiple collections?*

Yes. However, the details for each project are different, so it’s hard to generalize.

For PLANNING GRANTS, we would want to see why you have selected these different collections and how they fit together. In other words, what kind of new archive are you proposing to make by bringing together different collections?

For PROJECT GRANTS, we would want to see how you plan to (1) secure permissions from all collection holders and copyright holders and (2) how you plan to digitize materials in different regions (e.g. will you bring digitization equipment from site to site? Will you bring materials to a central repository or work site?).

In all cases, we will want to see a lot of detail in your work plan and budget. Consider how long it will take to develop trust with different collection owners, the difficulty in digitizing at different sites, and the amount of time it will take to establish workflows at each site.
Representative Questions

Question 3

The collection I want to digitize is held in North America, the UK, or the EU, but the content is from/about another region. Is it eligible for MEAP funds?

Likely, no. MEAP funds are generally designated to fund projects for digitization and documentation outside North America, the UK, and the EU because other resources are available for cultural heritage preservation in those locations. Even if the content is about or from other locations, MEAP prioritizes funding projects outside these regions.

We recommend you apply for local funding or explore these opportunities:

- In the U.S.: NEH Division of Preservation and Access
- In the U.S. or Canada: CLIR Hidden Collections or Recordings at Risk
- In the EU: European Commission for Culture and Creativity - Funding opportunities for cultural heritage

If you hold content in North America, the UK, or the EU and still want to apply for MEAP funding, you will have to show that you have exhausted other funding options and describe why they were unsuccessful.
Representative Questions

Question 3 cont.
If the collection is located in the US/EU, how should my application establish that we’ve exhausted other sources of funding?

The final question of Section 1 on the MEAP Preliminary Application asks: “Why are you applying to MEAP? (max. 150 words)”. If you know that your project is outside the general eligibility of MEAP funding, please use this question to explain why you are applying. Add as much detail as possible about other funding applications that have failed or feedback you have received from other potential funding agencies.

If the space is too limited, you can write up a summary of other funding applications and upload in the Supporting Materials section.
Representative Questions

Question 4
What is the relationship between the host institution and the archival institution? Where should the applicant come from?

The **HOST INSTITUTION** is the entity that is (1) receiving the funding and (2) facilitating the project. This will be the main source of administrative support for your project and the administrative contact for MEAP. An authorized representative from the host institution is responsible for signing all administrative paperwork, including the legal contract for the project and invoices.

The **ARCHIVAL INSTITUTION** is the collection holder. This may be an archive or library or an individual or family. If the archival partner is different than the host institution, the application should include an Archival Partner Form signed by the archival partner, permitting the materials to be digitized and posted online for open access. The Archival Partner form is available in Arabic, English, French, Hindi, Portuguese, and Spanish.

The **PRIMARY APPLICANT** is the person applying to MEAP. They should be the primary contact for the project and facilitate all aspects of the project. The applicant can be, but does not need to be, formally affiliated with either the host or the archival institution.
Question 5
Can I publish a private collection? How does permission/copyright work with private collections?

Yes. As with any MEAP project, you will have to secure permission to digitize and to publish the collection in an open access repository. The project team is responsible for securing permissions from the collection owner and copyright owner as necessary. Please note that the collection owner may not be the copyright holder.

You will also have to secure permission to work with the material. For PLANNING GRANTS: you do not yet need permission to digitize and publish. But, your application should include a letter or Archival Partner Form expressing commitment for you to work with the material.

As in all cases, the copyright holder retains the copyright. The Grant of Permission forms grant UCLA permission to publish - it does not transfer copyright.

The Grant of Permission form is available in Arabic, English, French, Hindi, Portuguese, and Spanish. Contact meap@library.ucla.edu to request permission forms in additional languages.
Representative Questions

Question 6

I understand that MEAP does not fund the creation of new content. What is considered new content? How does this relate to the creation of metadata? If I created new content outside of my MEAP funding, would MEAP be interested in posting that new content on their site?

MEAP projects should focus on the documentation and digitization of existing archival materials. This includes the creation of digital objects and metadata for print, photographic, audio, video, film, or other forms of cultural heritage collections. MEAP project can also work with born digital material to document and curate.

**MEAP does not fund the creation of new oral histories, documentary films, or physical or digital exhibits.**

If you want to capture the knowledge of aging community members or collection stakeholders, we recommend you engage in conversation one on one or through community events and capture that information in the metadata. All MEAP Project Grants are required to submit metadata in accordance with the UCLA Digital Library Template.
THANK YOU

Contact us
Website: meap.library.ucla.edu
Email: meap@library.ucla.edu
Twitter: @ModArchivesUCLA
Mailing list: tinyletter.com/ModArchivesUCLA