



**DIGITAL IMAGING GRANT PROGRAM SUPPLEMENT**  
**Assurances of Compliance and Dublin Core Metadata Records**

**Complete and submit this required form along with the Digital Imaging Grant Application.**

**COPYRIGHT OWNERSHIP STATEMENT** (Check appropriate certification of copyright ownership below.)

**Name of Applicant Agency:** \_\_\_\_\_

**Project Title:** \_\_\_\_\_

\_\_\_\_\_ We certify that we own the copyright for the materials to be digitized. Having full legal distribution rights of all files, pictures and images to be digitized, we do hereby expressly represent and guarantee that we are the single copyright holder or owner thereof and/or have full legal power to distribute the files, images and pictures for electronic distribution on the World Wide Web.

\_\_\_\_\_ The materials to be digitized are in the public domain.

**AND/OR**

\_\_\_\_\_ We certify that we have full and binding permission from the copyright holder(s) and owner(s) of the original photo/image/artwork/file and a model release (if applicable) allowing full distribution of said files, pictures and images on the World Wide Web for any files, pictures and images whose copyright we do not solely own. A copy of the permission may be provided upon request.

**IN ADDITION:** We understand that by allowing the release of any files, pictures and images on the World Wide Web that we are in no way relinquishing our rights to these files and that we are taking full legal, moral and financial responsibility for any disputes, disagreements or litigation concerning the ownership and/or copyright of the above works or images, including, but not limited to, any damages, court costs, associated travel expenses and legal fees incurred by or awarded against our institution or the Illinois State Library. We therefore agree to indemnify and hold harmless all these persons from any and all such costs and/or damages incurred or awarded as a result of any dispute concerning the copyright or ownership of these files, pictures and images.

## DUBLIN CORE METADATA RECORDS

Use the following information to submit a sample of one metadata record for your digital imaging project. The fields are mandatory fields for metadata in the Illinois Digital Archives. The form follows and more fields may be added if needed.

Field Name	Description of Data to be included
<b>Title</b>	Title of the object
<b>Creator</b>	Creator of the object (author, photographer, painter, etc.)
<b>Subject – LOC</b>	Library of Congress subject headings
<b>Subject – IDA</b>	*
<b>Description</b>	Description of the object
<b>Date Original</b>	Date of the original piece, not when digitized
<b>Searchable Date</b>	This field is specifically for CONTENTdm and is especially important when entering “circa” dates for objects.
<b>Identifier</b>	A unique identifier for the object (barcode, item number, etc.)
<b>Coverage – Geographic</b>	Use Library of Congress geographic headings
<b>Coverage – Temporal</b>	**
<b>Type</b>	***
<b>Collection Publisher</b>	Your institution
<b>Rights Management</b>	A rights management statement for the collection. Information regarding restrictions on access to or use of the digital images in the collection.
<b>Collection Name</b>	For Digital Public Library of America (DPLA) ingest – identifying name of the collection
<b>Contributing Institution</b>	For DPLA ingest – institution(s) contributing items to the collection

**\*Subject – IDA:** Use the following subjects to indicate general subject areas of the materials:

- African-Americans
- Agriculture
- Arts & Architecture
- Business/Industry/  
Manufacturing
- Civil War
- Coal
- Disasters
- Domestic/Community/  
Social Life
- Education
- Engineering &  
Construction
- Genealogy
- Government/Politics/Law
- Labor
- Local History
- Maps
- Medicine & Health Care
- Military
- Monuments & Memorials
- Native Americans
- Natural Resources
- Newspapers
- Oral History
- Religion
- Science & Technology
- Transportation &  
Communication
- Veterans
- Women
- World War I
- World War II

**\*\*Coverage – Temporal:** Use the following time periods to identify the object:

1800s (1800-1810)	1860s (1860-1869)	1920s (1920-1929)	1980s (1980-1989)
1810s (1810-1819)	1870s (1870-1879)	1930s (1930-1939)	1990s (1990-1999)
1820s (1820-1829)	1880s (1880-1889)	1940s (1940-1949)	2000s (2000-2009)
1830s (1830-1839)	1890s (1890-1899)	1950s (1950-1959)	2010s (2010-2019)
1840s (1840-1849)	1900s (1900-1909)	1960s (1960-1969)	
1850s (1850-1859)	1910s (1910-1919)	1970s (1970-1979)	

**\*\*\*Type:** Use the following DCMI type vocabulary:

- **Image:** Primarily a symbolic virtual representation other than text. Examples include images and photographs of physical objects, paintings, prints, drawings, other images and graphics, animations and moving pictures, film, diagrams, maps and musical notation.
- **Moving Image:** A series of visual representations that, when shown in succession, impart an impression of motion. Examples include animation, movies, television programs, videos, zoetropes or visual output from a simulation.
- **Sound:** A resource whose content is primarily intended to be rendered as audio. Examples include a music playback file format, an audio compact disc, and recorded speech or sound.
- **Still Image:** A static visual representation. Examples include paintings, drawings, graphic designs, plans and maps.
- **Text:** A resource whose content is primarily words for reading. Examples include books, letters, dissertations, poems, newspapers and articles. Note that facsimiles or images of texts are of the text genre.

Complete this required form using these mandatory fields for one sample record from the collection to be digitized.

**DIGITAL IMAGING GRANT \* DUBLIN CORE METADATA RECORD 1**

<b>Title</b>	
<b>Creator</b>	
<b>Subject – LOC</b>	
<b>Subject – IDA</b>	
<b>Description</b>	
<b>Date Original</b>	
<b>Searchable Date</b>	
<b>Identifier</b>	
<b>Coverage – Geographic</b>	
<b>Coverage – Temporal</b>	
<b>Type</b>	
<b>Collection Publisher</b>	
<b>Rights Management</b>	
<b>Collection Name</b>	
<b>Contributing Institution</b>	