Preparing Your Records for UPLINK

Getting a Quote from UPLINK

With a brief description of the project and an estimate of the size of the collection, we can give you a quote for digitizing, describing, and/or putting your collection online. The prices will be calculated using our Service Fees chart. Please contact Annika Peterson (annipete@nmu.edu) for a quote.

Preparing Your Records for UPLINK

Before we can digitize your records and add your collection to UPLINK, we need you to do a few things:
- Fill out a questionnaire about the collection to help us describe it thoroughly and accurately.
- Do at least minimal series-level arrangement. See the Arrangement and Description page for information about how to arrange collections.

UPLINK staff members are happy to provide training and consultation for each of these tasks if desired.

Transferring Your Records

Analog (Non-Digital) Records

To make sure that nothing is lost and everyone agrees on what was transferred, we ask that you create an inventory of what you are sending and fill out a transfer form. This form can either be physically sent with your records or emailed.

Analog Transfer Protocol Instructions:
- Create an inventory of everything that you are transferring. The inventory should match the physical order that the records are in. The box numbers and folder titles listed should match the numbers on the physical boxes and the titles on the folders in the boxes.
- Label the outside of all boxes in the collection with the name of the collection and what number box it is.
- Put all loose documents into clearly labeled folders or enclosures. For items that cannot be put into folders (oversize ledgers, film reels, etc.), put a label on the box or put a copy

of the box list in the box to clearly indicate what is in the box and how it matches with the inventory.

Example of Bare Minimum Inventory (for small collections/collections only processed to the series level):

    Box 1.
    -Four folders of documents
    -Two folders of photographs
    -Five cassette tapes

Example of Ideal Inventory:

    Box 1.
        Folder 1. Correspondence, 1900-1910
        Folder 2. Correspondence, 1911-1920

- Fill out a [transfer form](#). The service hub will check this inventory when the collection arrives to make sure that everything is accounted for and send you an email confirming that we received your records.
- We also recommend that you:
  - Avoid folding oversized documents for transport if at all possible.
  - Put film reels, photographs, and negatives into boxes with lids to avoid light damage.
  - Don't leave AV records in a hot car for longer than absolutely necessary.
  - Put spacers in underfilled boxes so that the documents don't slump, curl, or get damaged during transit.

Methods of Analog Transfer

You can transfer your analog records by:
- Bringing them to the service hub
- Sending them via UPS

It is your responsibility to transfer the materials to UPLINK. However, if you cannot transfer the records, you may request that an UPLINK staff member pick up the records from the heritage organization. Acceptable reasons for pickup by UPLINK staff include fragile materials that might not survive UPS transfer, oversized materials that require a larger vehicle than your organization has, or exorbitant cost to ship through UPS due to size or format of materials.

Digital Records

As with analog records, we ask that you create an inventory of the digital files that you are sending and fill out a transfer form to make sure that nothing is lost and everyone agrees on what was transferred.

Digital Transfer Protocol Instructions:
- Create an inventory of the digital records. This inventory will match the current directory structure (the chain of digital folders that the digital files are in) of the files.
- Fill out a [transfer form](#) and email it to the service hub.

Methods of Digital Transfer
- Delivery of hard drive or flash drive
- Cloud service such as Google Drive, One Drive, etc.
- Email attachments (for very small transfers only)
- Uploading the files directly to the NMU server