Upper Peninsula Digital Network (UPLINK)
Appraisal / Acquisition Policy and Procedures

1.0 Mission Statement

The mission of UPLINK is to collaboratively manage and sustain a low-cost, secure, and geographically distributed digital preservation and access service for locally created digital primary source material documenting the history of the Upper Peninsula of Michigan.

2.0 Eligibility

Any UPLINK member heritage institution in good standing may contribute analog or born-digital historical manuscript item(s) or collection(s) to the UPLINK network. Any original item(s) or collection(s) documenting the history of the people, places, or events of the Upper Peninsula of Michigan are eligible for consideration and submission to UPLINK.

3.0 Selection Guidelines for Digitization (Adapted from DigitalNC)

When selecting materials for submission to UPLINK, member organizations might consider the following broad guidelines. At any time in the process of selection, member organizations should contact UPLINK staff for support and guidance.

- **Materials that Document Underrepresented Members of the Community**
  Some of the rarest materials held by Upper Peninsula heritage institutions are those that document the history of race, gender, social-economic class, ethnicity, and religious orientation. Selection of items or collections about underrepresented or marginalized members of a community tell a fuller story about the Upper Peninsula's important history.

     Example: Records of labor unions or ethnic fraternal organizations.

- **Popular and Heavily used Materials**
  For many heritage organizations, photographs, yearbooks, and local history materials are the most heavily used historical records in their collections. If many people are already using and enjoying the materials, chances are good that even more will appreciate having easy online access.

     Example: Historic photographs documenting the construction of the local high school in the 1920s.

- **Unique Materials**
  What do you have in your collection that nobody else has? Most heritage organizations have published material such as county histories or newspapers on microfilm that, while popular, may also be available at other archives and libraries. Member organizations should consider digitizing one-of-a-kind materials in their collections, such as historic photo albums, handwritten diaries, and ledgers. Not only does this guarantee that

somebody else will not duplicate the digitization work, it also helps to emphasize the unique elements of your collection.

> **Example**: Early nineteenth century business ledger documenting shipment of supplies to mining camps in the central Upper Peninsula.

- **Difficult Materials**
  Many historical records document amazing activities and subjects but are very difficult to use. Old scrapbooks, large maps, material in disrepair, film, and video are good examples. Member organizations should consider digitizing these items and collections so that they can share them with a wider audience without further damaging fragile or difficult to handle items.

  > **Example**: A family scrapbook compiled in World War II with highly acidic paper, glues, and tape.

4.0 Method of Submission

Member institutions may select from the following options the type of submission.

- Most organizations choose to share digital copies of their records to UPLINK via a non-exclusive copyright license. The organization keeps the analog collection and retains copyright to any items still under copyright.

- If an organization is seeking to donate the physical analog collection to UPLINK, it may choose to donate to the Northern Michigan University Archives, the Michigan Tech University Archives, or the Lake Superior State University Library. However, such a donation must be consistent with each institution's collection development policy. A donation will transfer ownership, copyright, and possession of the collection without restriction to access or use.

5.0 Archival and Technical Appraisal Guidelines (These guidelines are adapted in part from Appendix C of *Appraisal and Acquisition Strategies.*[1])

UPLINK will appraise historical manuscript collections and items (born digital and analog material) for ingestion into the Network. All materials must be related to the history of the Upper Peninsula. Non-UP related materials, items under copyright, and items with unredacted private information will not be accepted.

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[1] Geof Huth, "Module 14: Appraising Digital Records", in *Appraisal and Acquisition Strategies*, ed. Michael Shallcross and Christopher Prom (Chicago, Society of American Archivists, 2016), 60-65.

- Transfer of Analog Collections and Items

If UPLINK is digitizing a collection for a member organization, the organization must arrange and provide for transportation to the appropriate UPLINK service hub.

- Transfer of Digital Collections and Items

Member organizations sending digital records may use a number of different transfer methods. Transfer methods include, but are not limited to, delivery of hard-drives, flash-drives, the use of third party cloud services, and email attachments. Whatever the method, the transfer of digitized or born-digital records must protect the records' integrity, accuracy, and completeness. Member institutions should contact UPLINK staff to determine the most appropriate and cost effective method of transferring digital records to the Network.

You can learn more about how to select records for digitization here.