Quilt Index Contributor Application Form

Welcome to the Quilt Index

We are glad you are taking the first step to preserve and share your quilts in the Quilt Index. Michigan State University's MATRIX: The Center for Humane Arts, Letters, and Social Sciences Online has built and maintains the Quilt Index. For more information, visit http://www.quiltindex.org.

Fill out this form to start the application process.
If you have any questions about your application, please contact Beth Donaldson at donald20@msu.edu.

Contact Info

Name of your documentation project or collection:

Is this collection public or private?   Public   Private

List the organization(s) associated with the project (with the main one first):

Contact person:

Name	
Title	
Address	
City, State/Province, Zip/Postal Code	
Country	
Telephone (country + area/region code)	
Email	

Project director(s)/coordinator(s) (if different from the contact person):

List websites associated with the project:

Collection Description

How many quilts are in the collection or were documented?

Describe parameters (i.e. region, ethnicity, date, location made, number from one quilter/owner, type or styles, etc.) for quilts to be included in the documentation or collection:

When did documentation/collecting begin and end (please indicate if ongoing)?
Date Begun _____ Date Ended _____ Are you still documenting?   yes   no

Describe any particular factors that motivated starting the documentation/collection (such as a state centennial):

Describe any special characteristics about your documentation/collection (including discreet subsets of collections, total number of documentation days, etc):

List any publications, exhibits, or other outcomes (such as curriculum or conferences):

Technical

RECORDS:

If you are a new project, please work with the Quilt Index to design your form. They can help insure the form will work well while documenting and entering data. If you already have quilts documented on your project's forms, you must submit a copy of the documentation form or collection inventory form to the Quilt Index. All quilt records must be entered using the Quilt Index Comprehensive Fields and the web based KORA system. The Quilt Index will provide a crosswalk between the project's form and the Quilt Index Comprehensive Fields and will train the contributor to enter paper forms directly into KORA. If the contributor has records in an existing digital format (database or spreadsheet) and can export it to Excel, the Quilt Index staff can clean the data and upload the records and images into KORA.

Please select the option that best describes your data entry plans:

We will enter quilt records directly into Quilt Index online KORA form using our password protected accounts. When can we start?!

Our records have been entered into a spreadsheet or database. We will export the data into an Excel spreadsheet, correctly name the image files and have the Quilt Index upload our records for additional fees. Attached is a sample spreadsheet or form. Please send an estimate for the cost of having our records and images uploaded.

IMAGES:

Each image must contain only one quilt and be formatted as jpeg files, at a resolution of 72 pixels per inch "ppi". Up to 6 images for each quilt can be uploaded: one full view, maximum size of 700 pixels wide; one version of the full view for the zoom tool at 1424 pixels wide, and up to 4 detail images, maximum size 700 pixels wide. Make sure there are no spaces in the file name: e.g. MQP14.0003.jpg or MQP-14.0003.jpg, not MQP 14.0003.jpg. For programmers to automatically upload images, the image filenames must **exactly** match the database field, InvenNumF075 (see Quilt Index comprehensive fields). All file extensions are case sensitive (either all .jpg or .JPG). Send a sample image with your application (printed, digital or both).

Please select the option that best describes how you will prepare your image collection:

Our images are digital and formatted for the Quilt Index. We are ready to upload as we enter the data into the Quilt Index online forms.

We still need to get our photography digitized or reformatted so that we can upload the image files as we enter the data forms.

We would like the programmers to transfer our digital records. We will upload our correctly formatted digital images individually to our uploaded records.

We want them to be automatically uploaded by programmers along with our data transfer. We will make sure they are formatted and named correctly.

Please describe the original photography and image format in your collection or project (35 mm slides, 35 mm negatives, Polaroids, digital, etc.) and your plans for digitization or reformatting:

How and where are your files archived (digital/image/hard copy)?

Permissions

What copyrights or limiting restrictions are associated with the documentation (for example, that personal ownership information and/or addresses and phone numbers would be kept private)?

Do you have contact information for quilt owners/artists?   Yes   No

  Notes on owner information:

Do you have permission to place your documentation online (such as a signed permission from quilt owners/quilt artists)?

Note: Most documentation projects recorded images and information about quilts brought forward voluntarily by individuals to be made part of a public record. The Quilt Index presents each quilt record and associated information as part of the contributor's project or collection. Most documentation projects take this to be an online extension of the public record originally agreed to by the person who brought the quilt forward to be photographed and documented. Visit http://www.quiltindex.org/about.php#copyright for the Quilt Index Copyright Statement and the Corrections and Take-down Policy.

Implementation Funding

Implementation fees for a new contributor in the Quilt Index are $3500. There may be additional costs if extra programming is required.

Please select the option that best describes your plans for funding your project implementation:

> We have the funds ready. When can we start?

> We will need to raise the funds and have plans for local support or donors who will support this effort once our application has been accepted.

> We have some ideas, but need help funding our implementation. Please help us identify sources or write some proposals.

Please describe your existing or potential sources of funding to facilitate your project or collection's implementation in the Quilt Index:

Additional Information

Is there any additional information about your documentation project or collection that Quilt Index staff should know?

Beyond Quilts

Were oral histories or ephemera also collected (news clippings, patterns, posters, diaries, etc.)? Please describe type and how many:

What format was used to collect oral histories (video, audio, or both) and in what media are these recordings stored (e.g. videotape, digital audio files)? Provide as much detail as possible.

Where and how are these records/inventory forms, photos, and recordings stored?

Submitting Your Application

Include:

    Letter of interest

    Quilt Index Contributor Application Form

    Copy of your project's documentation form or collection's recordkeeping form

    Sample image (printed and/or digital)

Please submit your application materials to:

Beth Donaldson
Quilt Index Coordinator
Email: donald20@msu.edu