

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 (QI). Michigan State University's MATRIX: The Center for Humane Arts, Letters, and Social Sciences Online has built and maintains the QI. For more information, visit <https://quiltindex.org/about/welcome/>.

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:

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

Contact person:

Name

Title

Address

City, State/Province, Zip/Postal Code

Country

Email

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

List any websites associated with the project:

Collection Description

How many quilts 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):

Records

All quilt records must be entered using the QI fields and the web-based KORA system. If you are a new project (or are still documenting), please work with the QI 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 have options.

Check the boxes that best describes your data entry status and/or plans:

We have paper records that we can enter directly into QI using the online KORA database. The QI will provide password protected accounts, a crosswalk to match our fields to the QI fields, and training for your data entry personnel. This is the slowest option and the most work for the project.

We have paper records that we will enter into an excel spreadsheet provided by the QI. The spreadsheet will follow our paper form. The spreadsheet(s) and images will be submitted to the QI for data cleaning (matching fields, etc.) and importation to the QI.

Our paper records have been entered into a spreadsheet or database that we will export to Excel. We will correctly name the image files and add them to the Excel spreadsheet. After submitting to the QI, the records will be cleaned and imported by QI staff.

We can submit samples of our records (spreadsheet or paper form) and images. Please send an estimate for the cost of having our records and images uploaded.

Images

Please refer to the Preparing Your Images for the Quilt Index, https://kora.quiltindex.org/files/51-150-1/Quilt_Index-Image_Prep.pdf. To import images, the image filenames listed in your excel or fillable pdf must exactly match the image's file name. All file extensions are case sensitive (.jpg or .JPG).

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

Our images are digital and formatted for the QI.

We still need to scan our photographs.

If you still need to scan your photos, describe the format of your images: (35 mm slides, 35 mm negatives, Polaroids, etc.):

Where are your files archived (digital/image/hard copy) and do you have access to them?

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

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 <https://quiltindex.org/about/copyright/> for the Quilt Index Copyright Statement and the Corrections and Take-down Policy.

Fees

Implementation fees for a new contributor in the Quilt Index are \$3500. This may change (less or more \$), depending on the number of quilts, and the format of your data and images. Submit a sample of your data and images with this application and the QI will review your data and give you an estimate. The fees also cover updating code, security, and other programming functions.

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.

Additional Information

Is there any additional information about your documentation project that QI staff should know?

Beyond Quilts

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

Submitting Your Application

Include:

- Quilt Index Contributor Application Form
- Copy of your project's documentation form
- Sample image (printed and/or digital)

Please submit your application materials with your payment to:

Beth Donaldson
Quilt Index, Associate Director
Email: donald20@msu.edu