

Quilt Index Museums/Private Collectors 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 <http://www.quiltindex.org>.

Fill out this form to start the process.

If you have any questions, please contact Beth Donaldson at donald20@msu.edu.

Contact Info

Name and location of your museum, historical society, or private collection:

Is this collection public or private? Public Private

Contact person:

Name

Title

Address

City, State/Province, Zip/Postal Code

Country

Email

List websites associated with the project:

Collection Description

How many quilts are in the collection?

If there are other quilted objects, how many? What type? (i.e. garments, etc.)

Are there bios of artists with images?

Is there quilt ephemera, describe:

Describe the collection. This will appear on your collection page. Include any parameters (i.e. region, ethnicity, date, location made, number from one quilter/owner, type or styles, etc.). It can be edited at any time.

Collections Pages

Your museum or historical society will have its own page where all your records can be found in one click. A display card will appear on the Museums page, <https://quiltindex.org/collections/museums/>. The default sort is alphabetical by the museum's name, but can be sorted by number of quilts or state where the museum is located. You may choose the quilt for your display card. Your description will appear on your page, and you can link it to your website if you have one. If you are a private collector, your page will be found under the Special Collections page, <https://quiltindex.org/collections/special-collections/>. The default sort is alphabetical by collection name, but can be sorted by Creator and State. Whether it's a public or private collection, your quilts will also be available to search and compare with the more than 95,000 unique quilts in the QI.

Records

Most museums, historical societies and many private collectors already have a digital system for the data on their quilts. The QI can work with that data as long as it can be exported to an excel or cvs file. After submitting your data with corresponding images, the QI will "clean" the data (match fields, standardize data, and distribute text heavy data into appropriate QI fields) and import your records.

Most museum accession records are not as thorough as the QI documentation form. Feel free to fill out one of our forms (<https://kora.quiltindex.org/files/1-151-48/QuiltIndexformPS-fill.pdf>) for each of your quilts. This is the least expensive option for adding your quilts because the data does not need to be "cleaned". Submit these forms with corresponding images and the QI will import your records.

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).

Fees

The fee for adding your quilts depends on the number of quilts, and the format of your data and images, and whether they are part of a documentation project. Submit a sample of your data (if you're not using our fillable pdf form) 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.

Beyond Quilts

The QI welcomes oral histories, video interviews, ephemera (news clippings, patterns, posters, diaries, etc.), exhibits, essays, and lesson plans. If you have any of these items, briefly describe them:

Please submit this form and sample data and images to:

Beth Donaldson

Quilt Index, Associate Director

Email: donald20@msu.edu