

# Digital Michigan Newspaper Award Program Application Guidelines

These guidelines were updated in November 2024 and replace previously distributed guidelines or 'contest rules,' whether dated or undated. These 2025 guidelines define all aspects of the 2025 Digital Michigan Newspaper award program.

1. Past awardees are prohibited from reapplying in the year following their award but may apply thereafter.
2. Awardees agree to deliver or ship materials to the Clarke Historical Library by March 10, 2025.
3. Scanning and hosting newspapers online must comply with all applicable provisions of U.S. Copyright law. It is the applicant's responsibility to obtain any and all necessary copyright permissions. The Clarke Historical Library, at its sole discretion, may decline to undertake any project if it believes to do so would place the Clarke in violation of copyright law.
4. By applying, the applicant consents that, should they be selected for an award, the Clarke Historical Library may post all or part of their application online on a publicly accessible website to inform the public about the application. The Clarke, however, will not post online personally identifiable information including name(s), address(es), or other contact information.
5. By applying, the applicant acknowledges that they control, or have unrestricted access to, the microfilmed version of the nominated paper.
  - o Applicants are solely responsible for obtaining the microfilm needed for scanning and must allow, or arrange for the allowance of, the use of the film on the CMU campus for digitization for a period of at least one continuous calendar month (30 days).
  - o Microfilm supplied by awardees must meet minimum technical standards to ensure adequate scanning. Second generation negatives (print masters) are preferred. The Clarke Historical Library reserves the right to abandon the awardee's project if, in the Clarke Historical Library's sole opinion, the microfilm supplied by the awardee is inadequate for the creation of digital copies and/or OCR conversion.
6. In the case of original print newspapers, by applying, the applicant consents to microfilming of the print newspaper before digitization.
  - o Loose/unbound issues: By applying, applicants consent to deliver their unbound print newspaper issues arranged in correct chronological order by title. If the newspaper issues arrive in disorder, by applying, applicants agree that the Clarke's staff time and labor to put the loose issues in order will impact the amount of awarded pages filmed, digitized, and hosted.
  - o Bound volumes: By applying, applicants consent to Clarke staff dis-binding the volumes for filming, and that original print newspapers will be returned dis-bound to them.
  - o The Clarke Historical Library reserves the right to abandon the awardee's project if, in the Clarke Historical Library's sole opinion, the original print newspaper supplied by the applicant cannot be successfully microfilmed due to physical state and/or condition.
7. Digitization standards, choice of online delivery platform, and all other technical features of the project will be determined at the sole discretion of the Clarke Historical Library. Microfilming standards, if applicable, will also be determined at the sole discretion of the Clarke Historical Library.
8. After 90 days of being informed of their award, should the awardee be unable to meet, or show reasonable capacity to meet, any of the above terms, the Clarke Historical Library reserves the right, at its sole discretion, to withdraw the award and present it to another applicant.