Table of contents

1 Introduction ........................................................................................................................................3
  1.1 Programme options ..................................................................................................................3
  1.2 Key information .......................................................................................................................3

2 Programme overview ....................................................................................................................4
  2.1 Purpose ......................................................................................................................................4
  2.2 Aims ..........................................................................................................................................4

3 How it works ...................................................................................................................................5
  3.1 Identify a newspaper ................................................................................................................5
  3.2 Select an option ........................................................................................................................5
  3.3 Apply ........................................................................................................................................5
  3.4 Finalise programme ..................................................................................................................5
  3.5 Digitise .....................................................................................................................................6
  3.6 Publish on Papers Past ..............................................................................................................6
  3.7 Invoice ......................................................................................................................................6
  3.8 Final steps ................................................................................................................................6

4 Scope of programme .....................................................................................................................7
  4.1 What is a newspaper? ................................................................................................................7
  4.2 Date range ................................................................................................................................7
  4.3 Rights ......................................................................................................................................7

5 Costs .............................................................................................................................................8
  5.1 Principles ...................................................................................................................................8
  5.2 Estimates ..................................................................................................................................8

6 Rights in newspapers ....................................................................................................................9
  6.1 Copyright ..................................................................................................................................9
  6.2 Microfilm ownership ..................................................................................................................9

Appendix A: Newspaper Application Form ......................................................................................10
  A1: About the newspaper ...............................................................................................................10
  A2: Digitisation options ................................................................................................................10
  A3: Material information ...............................................................................................................10
  A4: Your details ..............................................................................................................................10

Appendix B: Sample Letter of Application .......................................................................................11
1 Introduction

Use this guide to help you apply to get historic newspapers digitised as part of the National Library Collaborative Digitisation Newspaper Programme, and included on the Papers Past website.

1.1 Programme options

There are three options for participation in the programme:

- **Digitise this year**: If your newspapers are already microfilmed, they can be included right away – we digitise microfilm because it’s cheaper and easier than doing the original papers
- **Microfilm for next year**: If your papers need filming we’ll do that now, and digitise them in next year’s programme
- **Letter of acceptance**: If your submission is accepted but you need funding, we’ll supply a letter of acceptance you can use to help fundraise for next year’s programme

1.2 Key information

Apply by filling in an application form for each title (*Appendix A*), and a sample letter of application (*Appendix B*).

The deadline for applications is **Friday 1st March 2019**.

Please contact the programme manager with any questions: *donna.williams@dia.govt.nz*
2 Programme overview

2.1 Purpose

The purpose of the collaborative programme is to allow organisations of all sizes the opportunity to get heritage newspaper titles digitised and published on the Papers Past website. To help target these titles we allocate funds to include 80,000 pages within the collaborative programme.

The collaborative programme titles are treated as an extension of the National Library of New Zealand programme of work. Participants in the Collaborative Programme benefit from the National Library’s established workflows and relationships. At the same time, by working collaboratively we are able to increase the amount of New Zealand digital content made available to researchers.

2.2 Aims

The programme aims to:

2.2.1 Increase the range of digitised content

By working collaboratively, we can provide access to a wider range of newspaper content. Working together also helps avoid duplicating effort and resources.

2.2.2 Provide better value

At the Library, we maintain best practice procurement management processes. These processes ensure that we use suppliers that deliver maximum benefit and the best value for money. The Papers Past Collaborative Newspaper Digitisation Programme is treated as an extension of our existing work and uses these supplier arrangements.

2.2.3 Open and equitable programme of work

All applicants’ titles that are in scope and meet our criteria will be accepted into the programme, within the limits of the size of the programme.
3 How it works

3.1 Identify a newspaper
The first step in the collaborative programme is for you to identify a newspaper title or titles for inclusion. The newspaper you have identified must meet the scope of the collaborative programme (see section 4 for details).

3.2 Select an option
There are three options within the collaborative programme:

3.2.1 Digitise
If you have funding and the title is already microfilmed, you may apply for a share of this year’s collaborative fund.

3.2.2 Microfilm
If your title is not yet microfilmed and you have funding, you may apply to get the title filmed in the first year and digitised in the second. You will be responsible for 100% of the microfilming costs and will have access to the 50% cost share in future year(s) to get the title digitised.

3.2.3 Letter of Acceptance
If you require funding to get your title digitised you may still apply for inclusion in the following year. We will give you a letter of acceptance valid for one year. This letter may then be used to assist with your funding applications or provide you with a target for fundraising.

3.3 Apply
You are now ready to apply. Submit a completed application form for each title (Appendix A) and the signed letter of application (Appendix B).

You will receive an email upon receipt of your application. Please contact us if you don’t hear back within 10 days.

If you require help with the application please let us know by emailing donna.williams@dia.govt.nz

3.4 Finalise programme
Once we receive your application we will assess the newspaper/microfilm for quality, completeness and any rights issues. We will contact you to discuss if required.
The pages for digitisation are then divided amongst the applicants. As the collaborative programme is limited to a maximum of 80,000 pages we may not be able to include all the pages you have requested.

Where microfilming is required we will discuss the options with you. In general all microfilming will be carried out a year before any digitising.

Once the details are finalised we will provide a digitisation agreement and a signed letter of acceptance into the programme. Sign the digitisation agreement, return a copy of this and the digitisation process will start.

### 3.5 Digitise

On completion of the signed paperwork, the title will be included into the National Library of New Zealand newspaper digitisation programme. Our vendors will duplicate your microfilms, and then capture the images and convert them to text. We’ll look after all this for you; in the meantime you could tell your community about the coming release of the digitised material.

### 3.6 Publish on Papers Past

Once we get the digitised data back, we’ll assess it to see if it meets our quality standards. Any issues identified will be resolved. Once it has passed these tests it will be included for release in Papers Past. We’ll notify you in advance of the release of the material. We will aim for the data to be live by **mid-2020**.

### 3.7 Invoice

We will invoice you for your share of the digitisation costs after we have received final page counts and vendor costs. This will be some time around **May 2020**. We’ll talk to you about the best way to invoice your organisation. If you have special invoicing requirements (such as needing to be invoiced by a particular date), please let us know as soon as possible.

### 3.8 Final steps

We add the data to the National Digital Heritage Archive, where it will be digitally preserved to ensure long term access.
4 Scope of programme

Titles included in the collaborative programme need to meet the following criteria:

a) It’s a newspaper (4.1).
b) It was/is published in New Zealand or the Pacific.
c) The date range should up to and including 1950, and be continuous (4.2).
d) It is free of rights issues or these can be resolved in time (4.3).
e) The minimum run of a title is one year.

4.1 What is a newspaper?

We use the Library of Congress definition:

*A newspaper is a serial publication, appearing usually at least weekly, which serves as a primary source of information on current events of general interest. While format can vary widely, newspapers are normally published without a cover, but with a masthead or banner, and are normally larger than 12 by 17 inches.*

On a practical level, we will consider a publication to be a newspaper if it meets at least six of the following seven criteria:

a) it is a source of information on current events of general interest;
b) it is printed at least weekly;
c) it is originally printed on newsprint;
d) it does not have a cover;
e) it does have a masthead;
f) it is A3 or greater in size; and

g) it has four or more columns on a typical page.

4.2 Date range

Papers Past is currently limited to newspapers published up to and including 1950. We apply the same limit to the collaborative programme.

We prefer to start digitising a title from the beginning of publication or the earliest issue available. When extending the run of an existing title, we like a run be continued seamlessly without introducing gaps in the date range.

4.3 Rights

Before we include a title in the collaborative programme, we must assess its copyright status (see section 6). If you are thinking about including newspapers published after 1920 in your application there will be copyright issues that need to be resolved. Please get in touch with us as by **30 January 2019** if the title range extends past 1920.
5 Costs

The basis of this project is cost sharing.

5.1 Principles

The principles are:

- We will share the cost of digitisation up to a maximum of 80,000 pages (excluding microfilming original newspapers);
- The cost of digitisation includes direct costs and overheads;
- We will invoice actual costs (as far as we are able) rather than the estimates in this document; and
- The full cost of microfilming will be paid by the applicant.

5.2 Estimates

Please note, the costs are based on the estimated frame count of the microfilm so these costs are subject to change.

Option 1: If the newspaper has already been microfilmed, we expect digitisation to cost approximately $0.70 per page, your half of which is $0.35 per page.

You will be invoiced for your half of costs (option 1) by June 2020.

Option 2: If the newspaper has not yet been microfilmed, the process will run over two years.

- Year 1: microfilming costs. We estimate these to be $1.20 per page. We will discuss options with you, but you are responsible for meeting the full cost of microfilming.
- Year 2: we expect digitisation to cost approximately $0.70 per page, your half of which is $0.35 per page.
6 Rights in newspapers

Before we can digitise newspapers for Papers Past, we have to assess its copyright status and gain the consent of the rights owner. We also need permission from the master microfilm owner if it is not the National Library.

Any research you can do to investigate the ownership of the title before applying will be of great assistance to us and include any sources used in the research. Please contact the programme manager before contacting any owners identified.

6.1 Copyright

Newspaper copyright is difficult to summarise, but the key point is that newspapers published after 1920 are likely to contain in-copyright articles.

Our policy is to assess the level of copyright risk before digitising any newspaper that was published after 1920. We determine whether there are significant copyright risk factors and how they can be mitigated.

Risk factors that we look for in post-1920 material include:

- active publishers who own the copyright;
- material that was licensed, such as cartoons, press association articles or crosswords, particularly if the licensor is still active; and
- authors who are explicitly named, for example in the by-line of an article.

If the newspaper (or any article within the newspaper) is still in copyright, we will attempt to gain permission from the appropriate sources, or resolve any copyright issues, before the publication can be digitised.

6.2 Microfilm ownership

As we digitise from microfilm, it is essential that the microfilm owner consents to the digitisation process. Usually this is not a problem because either the National Library owns the microfilm masters, or the collaborating institution does. If this is not the case, we will need permission from the appropriate sources before the publication can be digitised.

We strongly recommend that master microfilms created as part of this programme are donated to the Alexander Turnbull Library to ensure preservation in a controlled environment.
Appendix A: Newspaper Application Form

Please fill out one of these tables for each newspaper.

### A1: About the newspaper

<table>
<thead>
<tr>
<th>Title</th>
<th>Date range</th>
<th>Value to the community</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Please describe the importance of this paper to local and regional historical research, coverage of notable people and places; and significance to local and other users</td>
</tr>
</tbody>
</table>

### A2: Digitisation options

Please select one of the following:

- Option 1: Digitisation
- Option 2: Microfilming and Digitisation
- Option 3: Letter of Acceptance

### A3: Material information

<table>
<thead>
<tr>
<th>Number of Pages</th>
<th>Location of master films/paper copies</th>
<th>Contact details for material holder</th>
<th>About the ownership or history of the title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Please contact us if you need help with this</td>
<td>If known</td>
<td>Please provide as much information as possible about the ownership history of the title. This is particularly important if the date is after 1920</td>
</tr>
</tbody>
</table>

### A4: Your details

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Phone</th>
<th>Postal address</th>
<th>Organisation name</th>
</tr>
</thead>
</table>
Appendix B: Sample Letter of Application

To express your interest in joining the programme, please send us an email (or letter) of application to donna.williams@dia.govt.nz using the template below.

Please make sure you are comfortable agreeing to the digitisation agreement at http://natlib.govt.nz/librarians/national-library-services/collaborative-digitisation before sending your letter of application.

Donna Williams
Collaborative Services Project Co-ordinator & Administrator
National Library of New Zealand
PO Box 1467
Wellington 6140
New Zealand

[Date]

Dear Donna:

[Your Organisation] would like to apply to add newspapers to the National Library’s collaborative newspaper digitisation workstream in 2019-2020.

[Please indicate which option you are applying for.]

The titles we wish to digitise are listed on the attached page.

We are willing to sign a Digitisation Agreement with the National Library setting out the terms of our collaborative arrangement using the template on the Collaborative Digitisation page of the National Library website.

We understand that no decision will be made on whether the papers are accepted until the National Library has considered all applications using its selection processes. Should our application be successful, we understand no digitisation will take place until we have signed a Digitisation Agreement with the National Library.

We understand that the estimated costs provided in the collaboration guide are the best estimates available at the time and not a commitment on the part of the National Library.

Yours Sincerely

[Your name]

[Your contact details],

Encl.