

Submission Requirements

We are seeking historically significant items that represent the central Ohio area that are historic, unique or fragile.

Items need to be:

- Identifiable.
- Dated.
- Must be public domain and not violate copyright restrictions.

Selection Criteria:

- Photographs.
- Slides.
- Negatives.
- Postcards of Columbus and cities in Franklin County.
- Maps of Columbus and surrounding areas.
- Manuscripts: letters, diaries, journals or accounts.
- Historically significant.
- Three dimensional objects can be scanned or photographed including all sides of the object.
- Oral histories.
- Sound and video files.

Scanning Standards:

- Scanned as high resolution uncompressed tiffs which will be converted to jpegs.
- Items larger than 8.5" x 11" are scanned at a minimum of 300 dpi.
- Items 3"x5" to 8.5"x11" are scanned at a minimum of 600 dpi.
- Items smaller than 3"x5" are scanned at a minimum of 1200 dpi.
- Bit depth should be 24 bit for color images and black & white images that have sepia tones.
- Black & white photographs are scanned as 16 bit grayscale images.

Donation:

We do accept permanent donations, but that is not required to be part of the African-American Digital Collection. We are happy to borrow and return your items so we can scan/digitization, archive and catalog materials for the collection.

If you want to make a permanent donation, please review the [Deed of Gift Form](#).

The Columbus Historical Society will consider larger objects for donation.

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