

## **Quilt Index New Contributor Application Form**

This form must be filled out for each documentation project or collection to be added to the Quilt Index and submitted with: a letter of interest, copy of the collection's documentation or recordkeeping form, sample digital image, sample record from your database (if your records are computerized), and an application fee, payable to Michigan State University. The form, materials, and fee should be sent to The Quilt Index, Michigan State University Museum, West Circle Drive, East Lansing, Michigan 48824-1045.

### **Ownership**

Name of documentation project or collection:

Current contact person and contact information (address, telephone, email, fax):

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

Primary institutional or organizational (museum, arts council, quilt guild, etc.) affiliation(s) of the project (if applicable):

Any additional institutional or organization affiliations:

### **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 (if additional contact is needed)?

Do you have explicit 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 <http://www.quiltindex.org/about.php#copyright> for the Quilt Index Copyright Statement.)

### **Description of Project and Scope**

When did documentation/collecting begin?

When did documentation/collecting end?

Is documentation/collecting ongoing?

How many documentation days were held?

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/collection:

Describe any particular factors that motivated starting the documentation/collection (i.e. state centennial):

Describe any special characteristics about your documentation/collection (including discreet subsets of collections):

## **Project Outcomes**

### **A. Documentation**

How many quilts were documented/collected?

What format are the images of the quilts in (35 mm slides, 35 mm negatives, Polaroids, digital, etc.)?

Were oral histories obtained? If so, how many?

What format was used to collect oral histories (video, audio, or both) and in what media are these recordings stored (e.g. Hi8 videotape or MiniDV or DAT audio files)? Provide as much detail as possible.

What type of ephemera was collected (news clippings, patterns, posters, diaries, etc.)?

Where are records/inventory forms, photos, and recordings stored?

Does the documentation project/collection have a website? What is its address?

### **B. Computerization and Digitization (if applicable)**

*INFORMATION: (Please include a sample record and outline of database fields.):*

Has the information collected ever been entered into any kind of database?

If so, what program was used (e.g. Filemaker Pro, Microsoft Access, SAS)? What version of the program was used (if known)?

Who did the inputting?

Is it still accessible? Has it been actively used and updated?

*IMAGES: (Please include a representative digital image file.)*

Were the images scanned?

If so, what file format are they in (e.g. tiff, jpeg, etc.)?

What resolution are the scanned digital files (length x width pixel size, image density in pixels per inch, "ppi," or dots per inch, "dpi")?

How and where are the digital files stored? (on CD, on a computer, what type, etc.)

### **C. Publications and Exhibits**

List any publications resulting from the project:

List names(s), locations(s), and date(s) of exhibit(s) associated with project:

List any other outcomes of your project (curriculum, conferences, etc.)

### **Possible Funding Sources**

Do you have any potential sources of funding to facilitate your project or collection's inclusion in the Quilt Index?

### **Additional Information**

Is there any additional information about your documentation project or collection that we should be aware of?

### **Submitted by:**

Name:

Date:

### **Submitting Your Application:**

Your application should include:

- Letter of interest
- Quilt Index New Contributor Application Form- downloadable at [www.quiltindex.org](http://www.quiltindex.org)
- Copy of your collection's documentation or recordkeeping form
- \$150 application fee, payable to Michigan State University
- Sample digital image (if available)
- Sample record from your database and template or list of all data fields (if your records are computerized)
- \$150 database assessment fee (if applicable)
- Completed checklist

Please send your application materials to:

Mary Worrall  
Quilt Index Project Manager  
Michigan State University Museum  
West Circle Drive  
East Lansing, MI 48824-1045  
Fax: 517-432-2846  
Email: [worrall@msu.edu](mailto:worrall@msu.edu)

Applications are due May 31 of each year.