Born-Digital Newspaper Collection Project
Publisher Participation Packet

Introduction

Since 1953, the Georgia Newspaper Project (GNP) at the University of Georgia (UGA) Libraries has microfilmed and preserved Georgia's historic newspapers as a public service. More recently, it has partnered with other cultural heritage institutions to digitize historic newspapers from around the state. The online archive is free and open for public use and includes over 2.8 million Georgia newspaper pages between 1763 and 2022.

Microfilm is now an outdated technology. Microfilm equipment and supplies are difficult to obtain. Also, users prefer online access to content. In response, the GNP is transitioning to preserving print-ready PDF newspaper files (sometimes referred to as digital editions or e-prints) and phasing out its microfilming operations.

In 2021, the GNP and several Georgia publishers tested out the new PDF-deposit/harvest process. This pilot project was a success. After an agreed upon embargo period, current newspapers are added to our online newspaper archive. Pilot participants include:

- Advance (Vidalia, Ga.), 2021-
- The Banks County news. (Homer, Banks County, Ga.), 2008-
- Braselton News, 2007-
- The Commerce news. (Commerce, Ga.), 2007-
- The Herald-gazette. (Barnesville, Ga.), 2021-
- Jackson herald. (Jefferson, Jackson County, Ga.), 2010-
- The Lee County ledger. (Leesburg, Ga.), 2001-
- Madison County journal (Hull, Ga.), 2014-
- The Millen news. (Millen, Jenkins County, Ga.), 2014-
- Pike County journal and reporter. (Zebulon, Ga.), 2021-
- The true citizen. (Waynesboro, Ga.), 2009-

After the success of our pilot project, the GNP is seeking more publishers to participate in this preservation service. Members of our current cohort of digital preservation partners include:

- [Atlanta Intown. (Sandy Springs, GA) 1998-current](#)
- [Atlanta senior life. (Sandy Springs, GA) 2016-2023](#)
- [Barrow journal (Winder, Ga.) 2008-2016](#)
- [Barrow news-journal. (Winder, Georgia) 2016-current](#)
- [Brookhaven reporter. (Sandy Springs, GA) 20??-current](#)
- [Buckhead reporter. (Sandy Springs, GA) 2007-current](#)
- [Dawson County news. (Dawsonville, Georgia) 2015-current](#)
- [Dunwoody reporter. (Sandy Springs, GA) 20??-current](#)
- [Fayette County news. (Thomaston, GA) 2009-current](#)
- [Flagpole. (Athens, Ga.), 1987-](#)
- [Sandy Springs reporter. (Sandy Springs, GA) 2007-current](#)
- [Savannah tribune. (Savannah, Ga.) 1973-current](#)
- [Silver streak. ([Atlanta, Georgia]) 2023-????](#)
- [StarNews. (Carrollton, GA) 20??-current](#)
- [The Champion newspaper. (Decatur, Ga.), 2014 -](#)
- [The Forsyth County news. (Cumming, Ga.) 19??-current](#)
- [The Georgia post. (Knoxville, Crawford County, Ga.), 19??-](#)
- [The Islander. (St. Simons Island, Ga.), 2008-](#)
- [The Jenkins County times. (Millen, Ga.) 2023-current](#)
- [The Monroe County reporter. (Forsyth, Ga.), 1972-](#)
- [The Oglethorpe echo. (Crawford, Ga.) 1874-current](#)
- [The Sylvania times. (Sylvania, Ga.) 2022-current](#)
- [The Taylor County news and the Butler herald. (Butler, Ga.) 1962-current](#)
- [The times. (Gainesville, Ga.) 1972-current](#)
- [The wiregrass farmer. (Ashburn, Ga.) 1984-current](#)
- [Tribune & Georgian. (Athens, Ga.) 2002-current](#)
- [Upson beacon. (Thomaston, Ga.) 2008-current](#)

This is a free service, and all digitally preserved items are available free to the public at our online archive [Georgia Historic Newspapers](#) (GHN). The GHN Archive is a project of the [Digital Library of Georgia](#) (DLG), a part of [Georgia's Virtual Library GALILEO](#) and is based at the University of Georgia Libraries.

Publisher Responsibilities

By agreeing to participate in the Georgia Newspaper Project's digital newspaper file collection program, you will be asked to:

1. Sign a memorandum of agreement (see Appendix A for an example) allowing the GNP and DLG to preserve and distribute the files online. The MOU will be distributed and signed digitally
2. Designate a staff contact and update GNP staff if contact changes.
3. Complete the [questionnaire](#).

4. Transfer your backlog of newspaper files via FTP (File Transfer Protocol) following the specifications outlined in Appendix C or provide GNP staff a login to harvest from your existing Web archive. We prefer a single PDF file per issue with each newspaper page corresponding to a single page in the file.
5. If applicable, transfer future files following the specifications outlined in Appendix C and according to a schedule agreed upon by the GNP and the publisher.
6. Work with the GNP to help address any problems encountered with submitted files (e.g. missing pages, corrupt files) with the exception of content errors such as misnumbered or misdated pages.

Georgia Newspapers Project Responsibilities

The Georgia Newspaper Project and the Digital Library of Georgia will:

1. Provide support for publishers.
2. Receive print-ready PDF files via FTP or online harvest.
3. Proof the PDF files to ensure that all pages are present and that all images are intact and in their proper context. This proofing will not involve the informational content of the PDF files.
4. Contact the publisher to obtain replacement files if necessary.
5. Preserve the submitted files in a secure digital environment.
6. Prepare the files for online hosting by creating descriptive metadata and OCRing the images for word searchability.
7. After an agreed-upon embargo period, make the issues publicly available online through the Digital Library of Georgia.

The following pages are a verbatim copy of the Memorandum of Understanding (MOU), the document that newspaper publishers must sign to participate in this digital preservation service. We provide a copy of this document for publishers' convenience, and we encourage interested parties to read this document carefully and reach out to the GNP with any questions or concerns.

APPENDIX A: MEMORANDUM OF UNDERSTANDING

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding ("MOU") is made and entered into as of the date of execution by both parties hereto, between the Board of Regents of the University System of Georgia by and on behalf of the University of Georgia, The Digital Library of Georgia ("DLG"), with a principal address of the Main Library of the University of Georgia, Athens, Georgia, and [publisher name] ("Publisher") with a principal address of [publisher address].

1.   PREAMBLE

The Library serves as a gateway to Georgia's history and culture found in digitized books, manuscripts, photographs, government documents, newspapers, maps, audio, video, and other resources. The Library's mission is to make available to the public Georgia's cultural treasures through digitization, distribution and archiving.

The Publisher either holds copyright or an appropriate license in a collection of newspapers, documents and other records and resources further described below, and desires to grant Library permission to archive and distribute such resources as described below.

2.   NON-EXCLUSIVE GRANT OF PERMISSIONS

The Newspaper represents and warrants that it is the copyright holder or licensee with the authority to grant copyright permissions for the following titles (collectively, the "**Works**"):
-    **[Insert names/descriptions of the newspaper materials to be preserved and distributed]**;
-    **[·]**; and
-    **[·]**.

The signatory of this Grant on behalf of the Newspaper represents that she or he has the authority to enter into this Grant on behalf of the Newspaper.

The Publisher hereby authorizes the Library to distribute and archive the Works for nonprofit, educational purposes via the Internet and/or successor technologies. Digitization allows the Digital Library of Georgia to generate image- and text-based versions of the Works as appropriate and to provide and enhance access to the contents of the Works using search software.

This is a non-exclusive, irrevocable grant of permissions for on-line and off-line use of the Works for an indefinite term. Off-line uses shall be consistent with either (i) the terms of U.S. copyright

legislation's "fair use" provisions or (ii) with the maintenance and preservation of an archival copy by the Library. This Grant prohibits use of the digitized versions for commercial use or profit.

3. COPYRIGHT

In order to further the Library's mission of making historical materials available to the public, the DLG recommends that Newspaper make the Works available for use by the public through the use of RightsStatements.org's standardized rights statements. These rights statements allow cultural heritage institutions to communicate the copyright and re-use status of digital objects to their users. If Newspaper wishes to indicate in this Grant its selection of one of the following rights statements., Newspaper can check the appropriate box below and Library will mark or otherwise appropriately indicate on the Works the statement chosen by the Newspaper. Such a mark or other indicator will inform users of the Works of what uses have been authorized by the Newspaper.

Rights statements for in copyright objects: (select one)

❏ **In Copyright:**

"This Rights Statement can be used for an Item that is in copyright. Using this statement implies that the organization making this Item available has determined that the Item is in copyright and either is the rights-holder, has obtained permission from the rights-holder(s) to make their Work(s) available, or makes the Item available under an exception or limitation to copyright (including Fair Use) that entitles it to make the Item available." - URI: http://rightsstatements.org/vocab/InC/1.0/

❏ **In Copyright - Educational Use Permitted**

"This Rights Statement can be used only for copyrighted Items for which the organization making the Item available is the rights-holder or has been explicitly authorized by the rights-holder(s) to allow third parties to use their Work(s) for educational purposes without first obtaining permission." - URI: http://rightsstatements.org/vocab/InC-EDU/1.0/

❏ **In Copyright - Non-Commercial Use Permitted**

"This Rights Statement can be used only for copyrighted Items for which the organization making the Item available is the rights-holder or has been explicitly authorized by the rights-holder(s) to allow third parties to use their Work(s) for

non-commercial purposes without obtaining permission first." - URI:
http://rightsstatements.org/vocab/InC-NC/1.0/

4. PUBLIC ACCESSIBILITY

The Digital Library of Georgia freely provides access to its holdings to the public on an equal basis. Public access will be provided through the Georgia Historic Newspapers website (https://gahistoricnewspapers.galileo.usg.edu/) or equivalent system in the future to the materials stated above, following the embargo period declared below:

- ❏ **No embargo**

- ❏ **Three months embargo from date of issue publication**

- ❏ **Six months embargo from the date of issue publication**

- ❏ **One year embargo from the date of issue publication**

5. NEWSPAPER CONTENT ACQUISITION/PRESERVATION

The Digital Library of Georgia (DLG) can utilize software for archiving and preserving newspaper publisher content. I agree that the DLG may convert the work to any medium or format and keep more than one copy of this submission for purposes of security, non-commercial distribution, and preservation.

<div align="center">

SIGNATURES AND DELIVERY

</div>

The Library and Newspaper hereby agree to the terms of this Grant, as of the date first written above.

_____   _____

Toby Graham, University Librarian and Associate Provost   **Date**
Main Library, University of Georgia, Athens, GA 30602-1641
Phone (706) 542-0621

_____   _____

[Partner institution, director, phone number]   **Date**

APPENDIX B : Publisher Questionnaire

We ask that you fill out and submit a questionnaire that is intended to help us understand your workflow practices and preferences. It will provide us with the information necessary to preserve your newspaper. There is space at the end of the questionnaire for questions, comments, or concerns.

Please fill this [questionnaire](#) out. If you have trouble opening the link, you can paste the following URL into your browser: https://forms.gle/9wDsrBQkMhM8wy587.

APPENDIX C: FTP Delivery Instructions

Included below are instructions for setting up a connection to our File Transfer Protocol (FTP) server, which will allow you to submit your digital newspaper files to us online free of charge. The instructions explain how to download the FileZila file transfer software, for which we are able to provide technical support. You are free to use the FTP application of your choice, but we can only provide assistance with FileZilla.

Preparing Your Files

Downloading and Installing FileZilla, the DLG-supported FTP Client.
1. Go to the FileZilla website (https://filezilla-project.org/index.php), select the "Download FileZilla Client" option.

2. This will navigate you to a new page that will look similar to the page below. If your computer operating system is Windows 8.1 or higher, click the green "Download FileZilla Client" button. If you have a different operating system (Mac OS X, Linux) or an older version of Windows, select from the "More download options" and then click the green Download FileZilla Client" button.
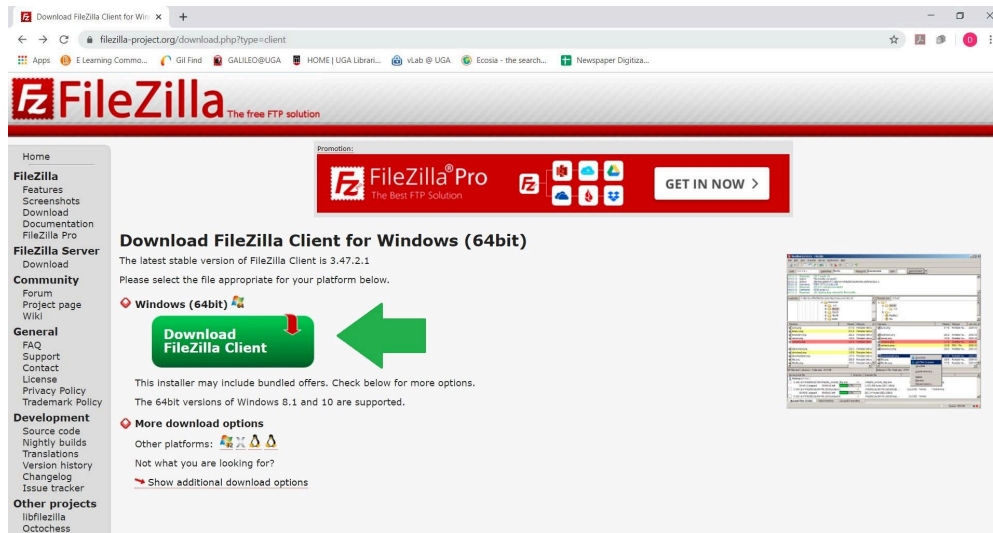
3. The download execution/installation file button should appear at the bottom of your browser as pictured below. Click that button once it has completely downloaded. If that button doesn't appear, you can find the execution/installation (.exe) file in your downloads folder on your PC.
4. Following the instructions for downloading the program onto your computer.

FTP Connection
1. Using the login information (username, password, etc.) provided by GNP staff, connect to our FTP server using your FTP program of choice.
2. You will then use information provided (Host, username, password, port) to connect to the DLG's FTP server
   a. Select File > Site Manager. This will bring up a window similar to the image below. You can name the site under my sites "dlgftp" on the left. On the right, you will be able to enter the connection information provided to you by the FTP
   b. Protocol: FTP - File Transfer Protocol
      Host: dlgftp.galib.uga.edu
      Port: 990
      Encryption: Require explicit FTP over TLS
      Logon Type: Normal
      User: Username provide to you by the DLG
      Password: Password provided to you by the DLG
   c. Click the connect button. This should connect you to the DLG's FTP server on the right side of the window. If it doesn't, please contact us and we can guide you through the connection process.

3. It should look similar to the image below. On the left, you can navigate to the folder where your files are located using the local site box (pointed out by the green arrow).
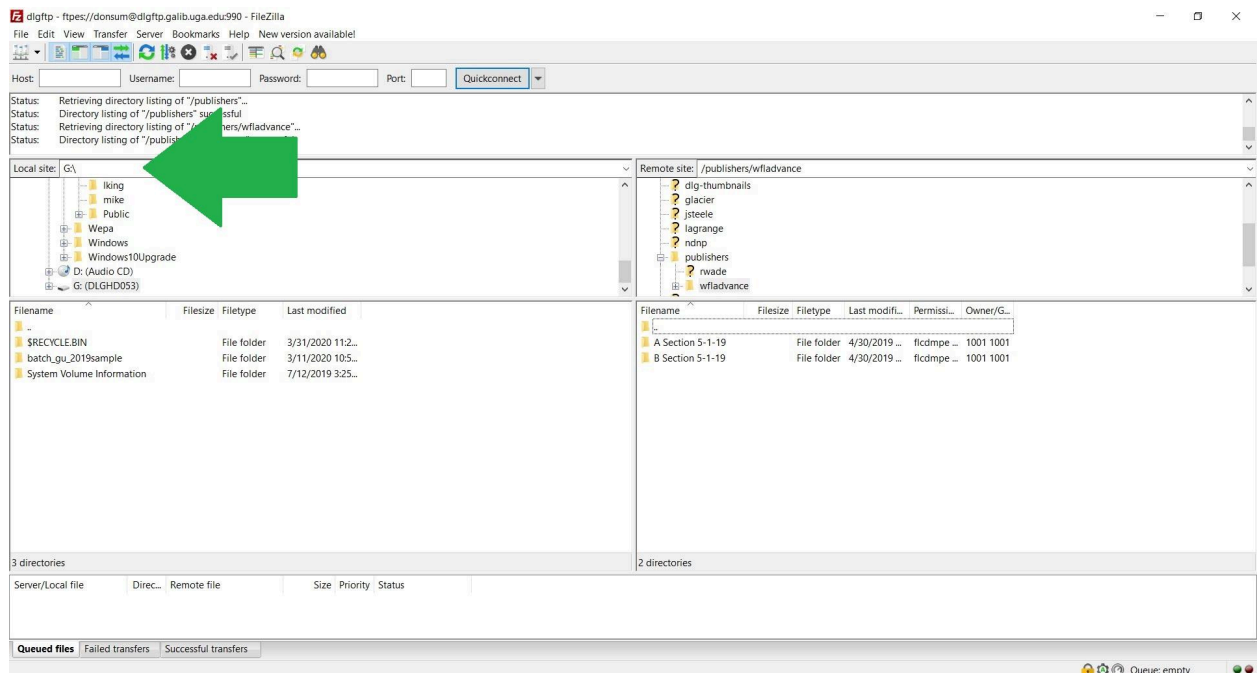
4. You can then select the folders or files you want to transfer and drag and drop them to the DLG server space in the box on the right as demonstrated by the arrow.
5. The DLG server space will have two folders only you can see: A folder titled with your newspaper's name and a folder titled "replacements."
   a. Unless the GNP has requested repair/replacement files, transfers should always go to the folder containing your paper's title.
6. Once the transfer process is complete, you will be able to see in the tabs at the bottom if all of the files transferred successfully. If there are any files in the "failed transfers" tab, you can click on that tab and right click to files to requeue them for transfer.
7. Once you have copied a set of files, please send an email to your contact at the Georgia Newspaper Project to notify them that a transfer has taken place.
8. The first time you attempt this, you will need to load your backlog of newspaper files. For each subsequent attempt, you will load the new files created since your last login.

File repairs/replacements

1. The GNP will examine all submitted files. If there are any file errors or missing pages, we will send to the contact person at the newspaper an email detailing the file(s) which need to be replaced and the particular errors within the file(s).
2. The publisher will upload the needed file(s) via FTP to the "replacements" folder and notify the GNP via email that the upload is complete

3. If it is not possible to repair and replace the file(s), the publisher should inform the GNP via email, gnp@uga.edu.