

Steps to take before sending materials to NCDHC



Before you give us materials to digitize, there are a few steps you can take to help us get them back to you as soon as possible. Checking over your collection can prevent delays and help ensure that only the desired content is put on DigitalNC. Here are a few things to look for.

1 Sensitive or Inappropriate Information

Check through your collection for any text or images that should not go online. Some common categories include:

- **images of death or dead people** (excluding funeral programs)
- **personal information**, such as financial or medical information
- **nudity, sexually explicit content** or **depictions of sexual violence**

Though we believe that acknowledging all of North Carolina's history is important for learning, research, and social change, some types of sensitive information can cause harm to viewers when it is put online. We ask that these types of materials remain in physical collections only.

3 Clean and Organized Materials

To help preserve the safety of other collections, please remove any **moldy items** and **items containing dirt or bugs**. If you aren't sure if an item is moldy, send us a photo and we can try to assess its condition. It also helps us process materials more quickly if loose items, like photographs or newspaper clippings, are organized into folders or if like items are at least grouped together. Additionally, please remove any duplicates to help us move through your collection faster.

2 Relevant Information

The NCDHC is focused on the history of North Carolina and its people. Please make sure your materials are:

- **related to North Carolina**
- **related to your organization**
- **intended to be digitized and available online**

If you have materials in your collection that are not related to North Carolina, its history and people, or your organization, please remove them before lending us the collection.