

Thank you for your participation in the CW 150 Legacy Project! This instruction sheet will assist you in preparing and submitting images to the Project in lieu of attending a scanning event due to distance.

If you have any questions, please do not hesitate to contact Renee Savits, regional coordinator, at [cw150legacy@lva.virginia.gov](mailto:cw150legacy@lva.virginia.gov). We will be happy to assist you!

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### How to submit scans of your items to the CW 150 Legacy Project

1. All items must adhere to the Collection Criteria as stated below.
2. All items should be scanned at 400dpi and saved as an uncompressed TIFF file.
3. Images should be stored on CD-ROM and sent to the CW 150 Legacy Project. If you have difficulties in saving the files to CD-ROM due to file size, please contact the CW 150 Legacy Project at [cw150legacy@lva.virginia.gov](mailto:cw150legacy@lva.virginia.gov) for assistance.
4. Please complete the “Permission to Display Online” and the “Participant Information Form” and include with the CD-ROM. Your images cannot be submitted to the CW 150 Legacy Project until these forms are completed and received by the CW 150 Legacy Project staff.
5. Send the CD-ROM(s) and the completed “Permission to Display Online” and “Participant Information Form” to:

CW 150 Legacy Project  
Renee Savits  
The Library of Virginia  
800 E. Broad Street  
Richmond, Virginia 23219



## THE CW 150 LEGACY PROJECT

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A PARTNERSHIP BETWEEN THE LIBRARY OF VIRGINIA AND THE  
VIRGINIA CIVIL WAR SESQUICENTENNIAL COMMISSION  
[WWW.VIRGINIACIVILWAR.ORG/LEGACY](http://WWW.VIRGINIACIVILWAR.ORG/LEGACY)



## Collection Criteria

To be considered eligible for digitization, items must:

1. Pertain to the Civil War (including Secession, early Reconstruction era, and Civil War veterans). Materials are not limited to Virginia but may also be from surrounding states. Materials also may relate to either Confederate or Union soldiers.

Materials to be considered suitable for the Project include:

- Daybooks / ledgers
- Diaries
- Letters
- Unique published items (handbills, notices, broadsides)
- Manuscript maps
- Military passes / discharge papers
- Pension materials
- Reminiscences
- Claims for damage
- Hand-drawn sketches
- Photographs
- Muster rolls, battle reports, dispatches, telegrams, paroles, oaths of allegiance

Materials considered unsuitable for the Project include:

- Clothing and textiles
- Large artwork
- Flags
- Newspapers
- Published materials
- Weapons and munitions
- Quilts
- Artifacts and three-dimensional objects

2. Materials must be original items owned by the individual bringing them in for digitization. No copyrighted or photocopied materials should be submitted.
3. The CW 150 Legacy Project focuses on manuscript materials created during the period 1859-1867 that reflects social, political, military, business and religious life in Virginia during the period of the Civil War and the early Reconstruction period. There are numerous themes and subjects that the materials may relate to including:

- Battles
- John Brown's Raid
- Camp life
- Civilian life
- Home front
- Medicine and surgery
- Military prisons
- Navy
- Politics and government
- Reconstruction
- Secession
- Soldiers and unit histories
- Veterans and memorial
- War perspectives from non-traditional viewpoints (Women, African American, pacifists, foreign observers)

We recognize for some of the subject areas, period documentation (1855-1865) might not be available. We may include materials outside of the target date range in order to enhance access to individual topics or groups.



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**LIBRARY  
OF VIRGINIA**

**PERMISSION TO DISPLAY ONLINE**

The CW 150 Legacy Project is a joint project of the Library of Virginia and the Virginia Sesquicentennial of the American Civil War Commission. I understand that the purpose of this project is to display digital reproductions of items on The Library of Virginia's web site for use by researchers. The Library of Virginia, in cooperation with the Virginia Sesquicentennial of the American Civil War Commission, may digitize my item(s) so that they can be accessed by the public through the Library of Virginia's online digital platform, Virginia Memory, or by other methods. The publication of any of these images will have a credit line naming the Library of Virginia as the source of the photograph.

As the owner of the material described below, I recognize that the digitization process will be performed by properly-trained professionals employed by the Library of Virginia. I also recognize that the documents so presented by me for digitization are aged and fragile and may be damaged in some form or fashion regardless of the care taken by the Library of Virginia representatives. I hereby waive any action for damages that may occur during or following the digitization process against the Virginia Sesquicentennial of the American Civil War Commission or its agents, the Library of Virginia or its agents, or the Commonwealth of Virginia. This waiver also specifically includes any action that may accrue to the benefit of the owner of the material pursuant to the Virginia Tort Claims Act (§§ 8.01-195.1 et seq. of the Code of Virginia).

The items listed below are hereby offered free and clear for digitization, and with no restrictions, to the Library of Virginia for the purpose of public access through the Library of Virginia portal. Said items can and may be digitized, photographed, microfilmed, photocopied, or otherwise reproduced by the Library of Virginia for future researchers in accordance with established policies and procedures:

Description of Collection: \_\_\_\_\_

**The donor hereby declares that s/he has the authority to provide item(s) to the Library of Virginia for digitization and future public use.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Would you like your name to be listed on the web site as the donor?  Yes  No

Library of Virginia Representative Signature: \_\_\_\_\_



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## PARTICIPANT INFORMATION FORM

Name: \_\_\_\_\_

Collection: \_\_\_\_\_

How did you acquire these manuscripts? Are these family papers? Or did you collect them?

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If these are family papers can you tell us anything about the family members history? Birth and death dates? Where they lived? Or what military unit they served?

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If the manuscripts are not family members can you identify any of the people in the documents?

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For Library of Virginia Staff Use:

Info on collection care?  yes  no



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