

Collection Criteria

The World Wars were pivotal episodes of the 20th century that defined our nation. The materials preserved through participation in the Profiles of Honor Project will have a profound impact on the study of American history and will be relevant to the larger public. The intended audience members include educators, genealogists, scholars, students, historians, and lifelong learners. The Project will provide access to materials not generally available to public researchers and the digitization will aid in preservation of deteriorating materials by decreasing the wear and tear on originals by providing a digital surrogate. The Project will also make materials available to a population that otherwise would not be able to use the collection for example the disabled population, home-bound, and international uses. The digitization of the materials ensures that they will have an enduring value; will be broadly available; and will provide educational for resource-based learning.

To be considered eligible for digitization, items must:

- 1) pertain to the World War I (ca. 1914-1920) and World War II (ca. 1939-1947) eras. Materials are not limited to Virginia, but may also be from surrounding states. Materials from post-war years should be scanned if they are a continuation of papers regarding the war.

Materials to be considered suitable for the Project include:

- Diaries and scrapbooks
- Letters, including vmail and postcards and envelopes
- Unique published items (handbills, notices, broadsides, posters)
- Manuscript maps
- Military passes/discharge papers
- Hand-drawn sketches
- Photographs (for negatives, see below)
- Currency
- Dispatches and telegrams
- Unit, ship, hospital, or like newspaper (this does not include *Stars and Stripes*)

Materials considered unsuitable for the Project include:

- Clothing and textile
- Large artwork
- Flags
- Newspapers (see below)
- Published materials (see below)
- Weapons and munitions
- Artifacts and three-dimensional objects
- Photocopies (see below)

Photographic negatives will not be scanned at Profiles of Honor scanning events as they require certain equipment that will not be present at scanning events. Donors can contact the Library of Virginia to set up an appointment to have negatives scanned. Please have them fill out the Potential Lender Form.

The LVA has a comprehensive collection of local Virginia newspapers, most of which are available on microfilm. Newspapers from other states will be evaluated for relationship to events in Virginia, but would require special handling and care. Newspapers published by and for military units, Naval ships, military hospitals, or the like should be scanned if possible.

In general, published material will not be included in the Profiles of Honor Project. LVA staff will assess the content of published materials on an individual basis for inclusion.

As they are not original materials and often result in poor-quality images, photocopies will not be scanned.

- 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 Profiles of Honor Project focuses on manuscript materials created that reflects social, political, military, business, and religious life in Virginia during the periods of the World War and the years just before and after. There are numerous themes and subjects that the materials may relate to.

Why aren't local institutional materials scanned?

Currently, scanning of collections held by and available through local historical societies, libraries, and museums is not part of the Project. The main focus of the Project is to preserve and provide access to materials not currently available to researchers or educators. Materials in private collections are generally not available to the public and are generally unknown except to a privileged few who have knowledge of the materials or know the owners of the materials. By scanning these privately-held items and providing access to them in a centralized collection, the Project will enable these materials to be shared for research and educational purposes.

In addition to the goal of providing first-time access to materials in private collections, materials in institutions are not included in the Project due to two main factors: 1) Access to these materials is available through the collecting institution; and 2) Materials currently housed in local historical societies, libraries, and museums are subject to pre-existing donor agreements and Deeds of Gift which often have restrictions and do not provide for online display.