Digital Michigan Newspaper Award Program Application Guidelines

These guidelines were updated in November 2026 and replace previously distributed guidelines or 'contest rules,' whether dated or undated. These guidelines define all aspects of the 2027 Digital Michigan Newspaper award program.

1. Past awardees are prohibited from reapplying in the year following their award but may apply thereafter.
2. Awardees agree to deliver or ship materials to the Clarke Historical Library by March 13, 2027.
3. Scanning and hosting newspapers online must adhere to all relevant provisions of U.S. Copyright law. It is the applicant's responsibility to secure any necessary copyright permissions. The Clarke Historical Library, at its sole discretion, may refuse to undertake any project if it believes that doing so would violate copyright law.
4. By applying, the applicant consents that, if selected for an award, the Clarke Historical Library may post all or part of their application online on a publicly accessible website to inform the public about the application. However, the Clarke will not post personally identifiable information, including name(s), address(es), or other contact details.
5. By applying, the applicant acknowledges that they have control over, or unrestricted access to, the microfilmed version of the nominated paper.
    - Applicants are solely responsible for obtaining the microfilm needed for scanning. They must approve, or arrange for the approval of, the use of the film for digitization on the CMU campus for at least one continuous calendar month (30 days).
    - Microfilm provided by awardees must meet minimum technical standards for proper scanning. Second-generation negatives (print masters) are preferred. The Clarke Historical Library reserves the right to terminate the awardee's project if, in its sole judgment, the microfilm provided is inadequate for producing digital copies and/or OCR conversion.
6. In the case of original print newspapers, the applicant consents to microfilming the newspaper before digitization.
    - Loose/unbound issues: By applying, applicants agree to deliver their loose print newspaper issues arranged in correct chronological order by title. If the newspaper issues arrive out of order, applicants understand that the Clarke staff's time and effort in organizing the loose issues will affect the number of pages filmed, digitized, and hosted.
    - Bound volumes: By applying, applicants agree to Clarke staff dis-binding the volumes for filming, and that original print newspapers will be returned dis-bound to them.
    - The Clarke Historical Library reserves the right to cancel the award if, in the library's sole judgment, the original print newspaper provided by the applicant cannot be successfully microfilmed due to its physical condition.
7. Digitization standards, selection of the online delivery platform, and all other technical features of the project will be determined solely by the Clarke Historical Library. If applicable, microfilming standards will also be determined solely by the Clarke Historical Library.
8. After 90 days of being notified of their award, if the awardee is unable or reasonably incapable of meeting any of the above terms, the Clarke Historical Library reserves the right, at its sole

discretion, to withdraw the award and award it to another applicant.

The Library of Michigan created a newspaper digitization resource page that might be helpful as you prepare your application.