

**Wisconsin Historical Society
COVID-19 Journal Project
Donation Instructions**

We request that participants in the Wisconsin Historical Society's COVID-19 journal project submit their journal or other submission only once, after it has been completed, rather than sending it in sections or installments. There are many registered participants and we want to ensure that we can identify and preserve each participant's submission in its entirety.

We have prepared a special statement of gift document for donation to the COVID-19 journal project that can be found here. [Link to PDF of COVID deed document] Please read, complete, sign, and date the gift document and send it with your journal submission. If individual journals have been created by more than one person in a household each person should complete and return a separate gift document.

The gift document transfers and assigns all rights, title, and interest that the donor possesses to the Wisconsin Historical Society, which will enable the Society to preserve, manage, and provide access to the donated journal as an historical resource into the future, which may include, but is not be limited to, exhibition, display, digitization for preservation and access purposes, and making materials available for research and scholarship. However, the Historical Society will never stand in the way of donors using their donated journal for their own personal and family history purposes, including blogs, social media websites, family history websites, published family histories, and similar uses. If you have any questions about this please contact Jonathan Nelson at jonathanr.nelson@wisconsinhistory.org.

It is the intention of the Wisconsin Historical Society to accept as many journals for the COVID-19 journal project archive as we can, but it is possible that some journals may not be appropriate for preservation in the archives and we reserve the right to decline submissions inappropriate for the collection. If you submit a physical journal and want it returned to you if it is not accepted please indicate this on the statement of gift document.

If your journal format is not listed below or you have other questions please contact Jonathan Nelson at jonathanr.nelson@wisconsinhistory.org.

Physical Journals

For persons submitting their journal in a physical format, whether handwritten, typed, or printed from a word processing program, it should be securely packaged and sent to:

Jonathan Nelson
Wisconsin Historical Society
816 State Street
Madison, WI 53706

You may use any shipping or mailing service that you choose, but may wish to use a method with package tracking for added security. Please put your name on the package return address

outside the package and your name, address, phone, and other contact information inside the package as well. Also enclose a signed and dated copy of the statement of gift document inside the package.

Textual Journals in Digital Format

If you have created your journal using a word processing program or other electronic format it may be submitted electronically. Any standard textual format such as MS Word, PDF, Google Docs, or ASCII text can be accepted. If you have questions about other word processing formats please contact Jonathan Nelson at jonathanr.nelson@wisconsinhistory.org. We request that the journal be submitted as a single electronic document that includes your name as part of the file name so that we may readily identify your submission. If you have created your journal as a series of smaller documents, we ask that you put these individual files into a folder that includes your name as part of the file name.

There are two methods to submit your textual journal electronically. You may send an email message to Jonathan Nelson at jonathanr.nelson@wisconsinhistory.org that you have completed your journal and he will send a link that will enable you to upload the file or folder directly to a COVID-19 journal project folder that has been designated to receive submissions to the project. This is the preferred method. You may also send your textual journal in electronic format as an email attachment to Jonathan Nelson and he can transfer the file into the journal project folder. Whichever method you choose, we ask that you also send a scan or digital photograph of the signed statement of gift document along with your journal and make sure that the file name includes your name.

Larger Digital Journal Projects

If your journal project includes electronic formats such as video, audio, or photographs these may also be submitted electronically. If you have created your journal project as a series of smaller documents or files, we ask that you put these individual files into a folder that includes your name as part of the folder name. If it is a single electronic document, please include your name as part of the file name so that we may readily identify the submission.

To submit your larger electronic journal project, please send an email Jonathan Nelson at jonathanr.nelson@wisconsinhistory.org stating that you have completed your journal and he will send a link that will enable you to upload the file or folder directly to a COVID-19 journal project folder that has been designated to receive submissions to the project. We ask that you also send a scan or digital photograph of the signed statement of gift document along with your journal and make sure that the file name includes your name.

Web-based Journals

If your journal has been kept in a web-based format such as a blog or daily entries on a social media site please contact Jonathan Nelson at jonathanr.nelson@wisconsinhistory.org. If you originally composed your journal entries in a word processing program you may be asked to submit your journal as a digital textual document (see above). If you composed your journal

directly into the online format or did not retain the original word processing files, depending on the nature of the website we may be able to crawl and preserve the journal in its native web format. However, website crawling and preservation is an imperfect process and submission of the original digital textual document is preferable if it exists.