

**LOUISA COUNTY HISTORICAL SOCIETY**

Digitization Appointment Form

Please fill out this form to allow our digitization team to prepare for your appointment. This information will help us assess your specific need. Please bring this form with you to our Scan Your Roots/Search your Roots Event on May 20 - May 21

DETAILS about DIGITIZATION: At this appointment, our archival team will use professional tools and techniques to take hi-resolution digital photo of your family heirlooms, process and enhance those images, and produce digital copies for future generations.

* This appointment is by appointment only and each session will last up to 30 minutes.
* You may bring 5 items to produce 5 images.
* Items must be one-sided, and no larger than 13” x 18”. For best results, items should lay flat, not be curled, folded or creased. Books may be photographed as long as the pages lay flat and are fairly in profile when the book is open. Portraits or art already in a frame CAN be imaged…but must be within the size limits mentioned above.
* All images will be “enhanced” when possible, to improve the visibility or readability of the item/document/photo.
* We have the ability to deliver your images SAME DAY via USB cord (iPhone, USB 2 and USB 3), CD, or email. You may bring your laptop, smart phone or Ipad for us to download your images.
* **We acknowledge that your items are of great value to you and we are committed to do our best to handle them with extreme care, however, we cannot be responsible for damages to your items which may occur during transportation or handling.**
* Note: At this time if you have an image you would like to digitize which does not fit into the confines of the event, please contact us and we can make an appointment for you at a future date and time.
* If you have any questions, please do not hesitate to contact LCHS at [louisahistory@verizon.net](mailto:louisahistory@verizon.net) or via phone 540.967.5975.

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Scan Your Roots-

Date & Time of Appointment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please provide a brief description of the five items you wish to be digitized? Please include material, condition, media (artifact, document, photograph etc).**

**1.**

**2.**

**3.**

**4.**

**5.**

As we increase representation of Louisa residents in our archives, please consider donating digital copies of items pertinent to life in the Louisa. Staff may suggest a digital donation based on your material and the items currently available in our archive. In the event you are interested in donating a copy and preserve your piece in the public record, you may fill out a digital donation form at your appointment.

If you’re satisfied with your experience with the Historical Society and the Sargeant Museum, may we also suggest an additional donation to the Louisa County Historical Society? It costs the Historical Society $320 per day to keep the Sargeant Museum and its resources open to the public. The Historical Society is not funded by any government agency and we rely on the generosity of our donors and patrons. We are a 501(c)(3) charitable organization and donations are tax-deductible.

Would you like to sign up for the LCHS e-newsletter, or other digital mailings? (Please circle) Yes No