

# ARIZONA MEMORY PROJECT

## FAQs

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**Q: What is the Arizona Memory Project?**

A: The Arizona Memory Project (AMP) is a platform for your institution to provide free, online, public access to your digital collections related to Arizona history and culture.

**Q. Can I use the Arizona Memory Project as a digital repository or archive?**

A. No. AMP only provides access to your materials. It is not a repository or an archive, and it does not preserve digital files.

**Q: Who can become a Partner?**

A: Partnership is open to all institutions in Arizona with material that documents the history, culture, and statecraft of Arizona. This includes libraries, museums, historical societies, nonprofits, and private businesses. Individuals with unique materials are also eligible to become a Partner.

**Q: How do I become a Partner?**

A: Please review the [Collection Development Policy](#) to get a detailed overview of what an ideal collection looks like. Once you have an idea for a collection, submit a [Collection Application](#).

**Q: Does it cost anything to become a Partner?**

A: No, it's free! There is no application fee, and there is no charge to become a Partner. You do not have to pay for digital storage, and the software is provided at no charge. However, Partner institutions are responsible for the costs associated with completing a collection (e.g. staff time and resources, scanning equipment).

**Q: Funding is an issue at my institution. Can I receive any financial assistance?**

A: Unfortunately, AMP has no funding to cover hiring or equipment expenses for creating collections. We can, however, suggest other grants and funding opportunities. If your institution is a library, you can apply for a [Library Services Technology Act \(LSTA\) grant](#). Many AMP collections were created using LSTA funding.

**Q: What are the technical requirements?**

A: AMP utilizes CONTENTdm software, provided at no cost to you. CONTENTdm runs on Windows 7, 8, 8.1, and 10. CONTENTdm will NOT install on iOS/Mac.

Click [here](#) for a full list of technical requirements.

**Q: Do you provide training?**

A: Yes. Partners are responsible for uploading their collection(s) and completing the metadata. We provide a packet of resources to get started, and offer on-site training. We are also available to answer questions by phone, email, or in-person consultation.

**Q: What kind of metadata do we need to provide?**

A: AMP uses the Dublin Core Schema. We provide [Metadata Guidelines](#) that explain how to enter metadata. The guide defines each metadata field, and provides examples.

**Q: How long does it take to create an AMP collection?**

A: The time it takes to create a collection depends on your resources, the size of your collection, how much metadata you have, and how much digitization has already been completed. A small collection that already has metadata and been digitized may only take a month, while a large collection starting from scratch may take over a year.

There is no time limit in which you need to complete a collection, but we do ask for a timeline so we have an idea of how long the process will take, and how often we should check in with you to make sure everything is progressing as anticipated.

**Q: Does the Arizona Memory Project own my material after I submit it?**

A. No. AMP only provides access to your materials. Submitting materials to AMP is not a donation or transfer of ownership. You retain all existing rights and ownership of your own material.

**Q. Can I have more than one collection on the Arizona Memory Project?**

A. Yes, you can have as many collections on AMP as you'd like. Just fill out a separate application for each collection.

**Q. Can I edit or delete my collection after it's been published?**

A. Yes. You can edit and make basic changes, such as revising metadata, adding items, and deleting items. If you wish to add or delete items, we ask that you notify us first so that we can document changes made to AMP collections.

**Q: Can I publish my collections elsewhere after they're submitted to the Arizona Memory Project?**

A. Yes. Your material can be exhibited in any other venue beyond the AMP. Some AMP Partners feature digital libraries or exhibits on their institution's website that complement their AMP collection(s).

If you have further questions, please feel free to [contact us](#).