



Looking Back: The Civil War in Tennessee Basic Guidelines for Eligibility

The Tennessee State Library and Archives (TSLA) / Looking Back: The Civil War in Tennessee is available to any individuals who are interested in preserving Tennessee's Civil War history through the digitization of historic materials.

To be considered eligible for digitization, items must:

- pertain to the Civil War. (Contemporaneous materials as well as materials related to Civil War veterans will be accepted.) Any items not related to the Civil War will not be digitized. Examples of suitable items include, but are not limited to:
 - **Letters**
 - **Photographs**
 - **Diaries**
 - **Uniforms or uniform pieces (i.e. belt buckles, patches, etc.)**
 - **Weapons (i.e. guns, knives, shells, cannonballs, etc.)**
 - **Claims filed for damages by the Confederate/Federal army**
 - **Hand-drawn maps**
 - **Hand-drawn sketches**
 - **Military passes/discharges**
 - **Medical records**
 - **Pension materials**
 - **Quilts (i.e. soldier quilts, quilts used to raise money for the Confederate/Federal cause, etc.)**
 - **Flags/banners**
 - **Buttons/ribbons/badges**
 - **Broadsides**
 - **Newspapers**
 - **Medical implements**
- be original items owned by the individual bringing them in for digitization. **No copyrighted or photocopied materials** may be submitted.

A few things to remember:

- Photographs of individuals or groups should be identified as much as possible.
- Due to time constraints, TSLA may only digitize five (5) items per person. (Please feel free to bring more than five items as more of your items may be digitized if time allows or if special arrangements are made with TSLA.)
- In some cases, TSLA may make arrangements to borrow items to be scanned and returned at a later date. This might happen if:
 - an item (like a diary) with multiple pages is brought in to be scanned.
 - more materials are brought in for the scanning session than TSLA has time to scan the day of the event.
- Items may not be left with TSLA representatives for a longer period than it takes to digitize the items unless arrangements have been made with TSLA to scan and return large or additional items.

Questions?
civilwar.tsla@tn.gov



Department of State

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SPECIAL DIGITIZATION AGREEMENT FOR "LOOKING BACK: THE CIVIL WAR IN TENNESSEE"

The statewide project, "Looking Back: The Civil War in Tennessee," is designed to digitize and preserve materials that document Tennessee's extensive Civil War heritage. The Tennessee State Library and Archives, in cooperation with the Tennessee Civil War Sesquicentennial Commission, may digitize your item(s) so that they can be accessed by the public through TSLA's online digital platform, the Tennessee Virtual Archive (TEVA), or by other methods. Any publications of the photographs will have a credit line naming TSLA as the source of the photograph.

The items listed below are hereby offered free and clear for digitization, and with no restrictions, to the Tennessee State Library and Archives (TSLA), for the purpose of public access through the TSLA portal. Said items can and may be digitized, photographed, microfilmed, photocopied, or otherwise reproduced by TSLA for future researchers:

The donor hereby declares that s/he does have the authority to provide item(s) to the Tennessee State Library and Archives for digitization and future public use:

NAME OF INDIVIDUAL: _____

ADDRESS: _____

PHONE AND EMAIL: _____

SIGNATURE: _____

RECEIVED BY: _____ DATE: _____

ACCESSION NUMBER: _____