



south dakota
STATE LIBRARY

Leadership. Innovation. Excellence.

Digitization Service

Digitization Service Policy

1. Libraries can send up to 25 items at a time to the State Library for digitization.
2. The library sending the materials must arrange for them to be sent via USPS, library courier, or drop-off, and is responsible for any delivery costs. The State Library will cover any return delivery costs.
3. Types of materials that can be digitized include:
 - Library board & meeting minutes
 - Historical library records
 - Library related photographs, slides & film negatives (Not all slides & negatives can be digitized. Contact the State Library before sending these materials.)
4. No conservation work will be done on original materials. They will be returned in the condition in which they are received.
5. Libraries must complete the Digitization Service Shipment form and include it in the shipment of materials.
6. Allow up to four weeks for processing. The State Library is not liable for items that might be lost or damaged in transit.

If you have questions about the Digitization Service, please contact Robyn Ladd-Moeckly at 1-605-773-8477, or robyn.laddmoeckly@state.sd.us.