

Participant Profile

Information about the Contributor/Holding Organization

Organization Name	
Mailing Address	
Contact Name	
Email Address	
Phone Number	
Website URL(s)	

Project Dates

- We will begin to include the content on _____(date) and anticipate completing the project by _____(date).
- We plan to actively add content to *Tools of History (ToH)* and have no specific end date

Collection Description

What is the subject content of the materials you will digitize?

Title of Collection (s):

Briefly describe the collection(s) that will be included in *ToH* (attach separate page if necessary or send us an electronic file). This text will be on the *ToH* website to describe your collection:

Material Types

Does your collection contain?	Estimate how many you plan to digitize
<input type="checkbox"/> Postcards	
<input type="checkbox"/> Manuscripts	
<input type="checkbox"/> Diaries	
<input type="checkbox"/> Letters	
<input type="checkbox"/> Bound Text	
<input type="checkbox"/> Photographs	
<input type="checkbox"/> Audio	
<input type="checkbox"/> Video	
<input type="checkbox"/> Maps	
<input type="checkbox"/> Objects (3D)	
<input type="checkbox"/> Others (please describe)	

Are these materials organized?

Yes ___ No ___ Not sure ___

If Yes, what information is recorded about the materials (i.e. subjects, identifiers, descriptions, etc.)

Rights Management

Does your Organization own these materials?

Yes ___ No ___ Not sure ___

Please provide us with a statement to indicate how you want the materials in your collection used or we can create a web link to an existing rights statement on your web site, if desired.

Signature _____ Date _____

Please print your name: _____

Please sign two copies of this form, keeping one copy for your files and mail the other to:
Matthew Hogan, South Central Regional Library Council, 108 N Cayuga St, Ithaca, NY 14850

If you have any questions about this program,
please feel free to call SCRLC at 607-273-9106. or contact
Matthew Hogan mhogan@scrlc.org;