Donor Guidelines

Preparing to donate materials

Consider the questions below and please circle YES or NO.

Is there anything you are donating that you think you will need regular or ongoing access to?	YES	NO
Do you have any additional backstory for the materials to help us understand the significance?	YES	NO
Does anyone else have an ownership claim to these materials?	YES	NO
Do you expect to move or be otherwise difficult to contact at any point in the next 12 months?	YES	NO
Do you have any deadlines by which you need to move your materials?	YES	NO
Does your donation contain any of the following: ▪ Newspaper clippings? ▪ Unlabeled or undated photographs, negatives, or slides? ▪ Artifacts (three-dimensional objects)? ▪ Paintings? ▪ Textiles? ▪ Books?	YES	NO
Does your donation contain any digital materials: ▪ Emails ▪ Websites ▪ Digital documents ▪ Big data (If YES, please see additional questions for digital materials)	YES	NO
Do you have a list or inventory of the material you want to donate?	YES	NO
Is your donation already packed in boxes?	YES	NO
Are the materials in folders?	YES	NO
Are there any packaging materials (e.g., picture frames, binders, etc.) that could be removed before you donate the materials?	YES	NO
Have the materials ever been stored in a basement or attic, or exposed to damp conditions?	YES	NO
Have the materials ever been stored in a garage or outdoor shed, or other unheated/unair-conditioned spaces?	YES	NO

Donor Guidelines

Questions regarding born-digital acquisitions

Are there any passwords or known encryptions protecting data on this device?	YES	NO

Will you be giving us any external drives to transfer data (e.g., flash/thumb drives, media cards, external hard drives)?
  If so, do you want the drive(s) back?
  If so, do you have a hard deadline you need the drive(s) back by?
	YES	NO

Do you have drives/items you are donating for which you do not have data connection/power cables? If so, list the items:	YES	NO
Please provide the approximate amount of data that will be gifted, in megabytes, gigabytes, terabytes, etc., if known.		
Did you organize the data you are donating in any particular way?	YES	NO
Did you rely on the devices to organize the data for you?	YES	NO
Are you donating an entire computer workstation, laptop, tablet, phone, etc.? If so, what do you remember about using this device?	YES	NO
Might there be deleted content you wish to have recovered, if possible, and saved with the collection?	YES	NO
Would you like us to crawl any websites that are part of this collection for web archiving, including publically-accessible social media sites?	YES	NO

Some common file formats:

Text documents	Microsoft Word, Rich text format, OpenOffice Writer, GoogleDocs, PDF, TXT, Word Perfect, etc.
Email	Google, Outlook, Yahoo!, AOL, Mozilla Thunderbird, etc.
Images (raster or vector)	JPEG, BMP, TIFF, GIF, PNG, SVG, IMG, camera RAW (DNG, NEF, CRW, etc.), etc.
Audio	AIFF, WAV, Broadcast WAV, FLAC, M4A, MP3, MP4, MP2, MIDI, etc.
Video	AVI, QuickTime, MPEG-1, MPEG-2, MPEG-4 ASP, MPEG-4 H.264, 3GP, Flash Video, RealNetworks (RV), Windows Media Video (WMV), video RAW, etc.
Presentations	Microsoft PowerPoint, Google Slides, OpenOffice Impress, PDF, PowerPoint XML, Keynote, etc.
Spreadsheets	Microsoft Excel, OpenOffice Math, Google Sheets, CSV, etc.
Websites*	HTML, CSS, PHP, etc.
Databases/big data	Microsoft Access, Oracle, Microsoft SQL Server, MySQL, SQLite, DB, NoSQL, Mongo, Cassandra, etc.

Donor Guidelines

Geospatial	Raster (ADRG, ECW, GeoTIFF, JPEG2000, etc.), Vector (AutoCAD, GM, GeoJSON, GeoMedia, KML, Shapefile, SOSI, VPF, etc.) Grid formats (USGS, DTED, SDTS, etc.), DIME, GDF, GPKG, WKT, WKB, etc.
Archived files; disk images	ZIP, TAR, WIM, ISO, gz, 7z, DMG, RAR, etc.
Software	Executable files (.EXE, etc.), source code

*note: only applies to donated web files; we can crawl publically available, active URLs separately

Have you migrated/converted any file formats yourself? (e.g., WordPerfect to Microsoft Word, JPEG to PDF) Why or why not? If so, did you save the original file formats from which you converted the files?	YES	NO
Are you aware of any third-party licensed or copyrighted data on this device (e.g., software, copies of published writings, commercially available music/videos)?	YES	NO

Review Form for Incoming Collections

Collection Information

Curator or Liaison/Department:_____ Date:_____

Collection Name/Brief Description:_____

☐ New Collection ☐ Addition

Donor/Source:_____

Address:_____

Email:_____ Phone:_____

☐ Gift   Is a Deed of Gift or Gift in Kind needed? (Y/N):_____

☐ Transfer   Is a Transfer of Record Form needed? (Y/N):_____

☐ Purchase   Will there be a Bill of Sale or Purchase Agreement? (Y/N):_____

Describe any rights, restrictions, or privacy agreements requested by the donor:

_____

Describe any digitization needs or requests:

_____

Metadata and processing from (check all that apply):

☐ Acquisitions ☐ Archival Processing ☐ Metadata Services ☐ Repository and Digital Curation

Special metadata expectations or needs (language, expectations for keeping collection together, level of detail for

cataloging, etc.): _____

Size and Format

Estimated Current Size (number of boxes, items, linear feet, etc.):_____

_____

<u>Final</u> Storage/Stacks location (check all that apply):

☐ University Archives ☐ Special Collections ☐ Music   ☐ Africana   ☐ Transportation

☐ Art ☐ Gov ☐ General Collection ☐ Oak Grove ☐ Other:_____

Formats (check all that apply):

☐ Papers   ☐ Books   ☐ Photographs   ☐ Slides   ☐ Negatives   ☐ A/V   ☐ Artifacts

☐ Textiles   ☐ Paintings ☐ Born-digital   ☐ Microformats ☐Other:_____

Do you foresee any storage issues? (fit on shelving, etc.):_____

_____

Condition

Has anyone visited and/or seen the collection? _____

Where is it stored? _____

How is it organized (foldered, loose materials, etc.)?_____

☐ Donor inventory exists

Are there any concerns for Preservation (signs of mold, water damage, insect/pest activity, etc.)?

_____

Review Form for Incoming Collections

Packing, Shipping, and Receiving

Packing: Who? _____   When? _____

Shipping/Moving: Who? _____   When? _____

Arrival date(s):_____   Point Person for Receiving:_____

*If you need a company to pack and/or move the collection, contact Head of Print Collection Management.

Please submit this form to:

Preservation Questionnaire for Prospective Collections

Date:	
Current Storage Location:	
Donor/Owner:	
Curator:	
Preservation Assessor:	

Description of the Collection

Describe the content of the collection.

What type of material is in the collection? List all material types and condition and number.

Are there AV materials? Are these candidates for digitization?

Storage Information

Describe current storage location. How long was it stored in this location?

Describe previous storage location. How long was it stored in this location?

Environmental Issues

Does the current storage location have temp / humidity controls?

Are the items stored on the floor/pallets/shelves?

Are their visible signs of mold or pests?

Does it smell moldy or musty?
Are the storage boxes intact?

Summary of Collection Condition and Recommendations:
(include: vendor or contractor, conservation recommendations)