

WVLS Scanning Project **DATE:** _____

Library Name: _____

ID # _____

Name: _____

Address: _____

City: _____

State: ____ **Zip Code:** _____

Phone: _____

Email: _____

Scanned	Description – Date of Content	Photo/Slide/Document/Object P / S / D / O	Gift
	1.		
	2.		
	3.		
	4.		
	5.		
	6.		
	7.		
	8.		
	9.		
	10.		
	11.		
	12.		
	13.		
	14.		
	15.		

Deed of Gift: I, the undersigned Donor, hereby donate and convey to the _____ Library, for the benefit of the said Library, all right, title, and interest that I possess in the digital images of the materials described above. I also understand that these materials may be posted and displayed on the Internet.

I understand that the location, retention, cataloging, preservation, and disposition of the images by the Library will be conducted in its discretion, in accordance with the Library’s policy and with applicable law.

I represent and warrant that I control the copyright in the materials.

SIGNED: _____ **Print Name:** _____

DATE: _____

To assign to _____ Library copyright to the scanned images of the listed materials, please initial here: _____

WVLS Scanning Day – Making the Archive

Example:

Fill in the form with a description of the item and a date if known. This will be used on the website as the title of the item. It will assist the volunteers if you can sort your materials by size and type before you fill out the form. Gather all photographs, sort them by size, and then list the descriptions on the form. Then other items as you may have them.

The ID# will be filled in by volunteers on the Scan Day. Please leave this area blank.

Complete Description – Date of Content	Photo/Slide/Document/Object P / S / D / O
1. Wedding of Gloria and Richard Smurf in Westboro, Wisconsin on June 5, 1972	P
2. Picture of Flo and Robert Smurf's dairy farm in Colby, Wisconsin approx. date 1955	P
3. Deed of Flo and Robert Smurf's dairy farm in Colby, Wisconsin approx. date 1955	D

P is for photograph up to 8" by 10"

O is for object or any photograph, newspaper or poster larger than 8" by 10"

S is for slide (35mm slide)

D is for document, a typed page, stapled or ring bound document

You will be given a CDR with digital copies of the photos, slides, objects, and documents that you bring into the Scan Day. The CDR can be viewed on most computers and DVD players. The images will be in JPG format so they can be emailed or printed at Walmart, Walgreens, Shutterfly, etc. Documents will be converted to PDF format as well for ease of viewing.

Signing and initializing this form will allow us to include your items in the WVLS Recollection Wisconsin,
_____ Library, and the Digital Public Library of America (DPLA) websites.