

Participant Profile

Information about the Contributor/Holding Organization

Organization Name	
Mailing Address	
Contact Name	
Email Address	
Phone Number	
Website URL	

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 HRVH 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 HRVH (attach separate page if necessary or send us an electronic file). This is the text that will be on the HRVH website to describe your collection:

Does your Organization own these materials?

- Yes No Not sure

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 in any way?

Yes
 No
 Not sure

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

Rights Management

Please provide us with a statement that can be used to indicate how you want the materials in your collection used. A web link can also be created to an existing rights statement on your web site (For example: *This digital image may be used for educational uses, as long as it is not altered in any way. Prior written permission is required for any other use of the images from the Woodstock Public Library District collection <http://woodstock.org>.*)

If you have any questions about this program, please feel free to call Southeastern at 845-883-9065. For policy, promotions, and administrative issues contact Tessa Killian <killian@senylrc.org>; for metadata and scanning standards, contact Jennifer Palmentiero <jennifer@senylrc.org>; and for hardware and software issues, contact Zack Spalding <spalding@senylrc.org>.

Signature

Date

Please print your name

Please sign two copies of this form, keeping one copy for your files and return the other to:

Tessa Killian
 Southeastern New York Library Resources Council
 21 S. Elting Corners Road
 Highland, NY 12525-2805