

University Libraries Digital Ingest Form

"The University Libraries Digital Repository strives to preserve digital artifacts and resources from Guam and Micronesia showcasing indigenous knowledge and Island Wisdom"

I. Name & Organization Represented	IV. Title of Collection
Name:	
Contact #:	
Email:	
Address:	
II. Intent of Use	V. Brief Description of Collection
<input type="checkbox"/> Full Public Release/Exhibition	
<input type="checkbox"/> Academic Purpose Only	
<input type="checkbox"/> Minor Restrictions Apply	Original Collection YES ___ NO ___
<input type="checkbox"/> Major Restrictions Apply	Please indicate if this collection has already copied, duplicated, or represented either in part or whole YES ___ NO ___
	VI. Provenance <i>(i.e. the history of the collection, how it came into your possession)</i>
III. Nature/Purpose for Digitization	VII. Description of Current Condition
<i>(i.e. Analog Media to Digital preservation, Updating legacy digital items to modern/ubiquitous format, etc.)</i>	

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VIII. Intent		XI. Granularity																		
IX. Received Format		Collection Level Metadata Only <i>Higher level granularity for collection overall, less individual item count</i>																		
Physical:		Folder Level <i>Folder level description</i>																		
Digital:		Item Level <i>Lower-level granularity, higher individual item count.</i>																		
<table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Audio</td> <td style="width: 33%;">Image</td> <td style="width: 33%;">Video</td> </tr> <tr> <td>MP3</td> <td>PDF</td> <td>MP4</td> </tr> <tr> <td>FLAC</td> <td>JPEG</td> <td>MOV</td> </tr> <tr> <td>AAC</td> <td>PNG</td> <td>WMV</td> </tr> <tr> <td>WMA</td> <td>TIFF</td> <td>AVI</td> </tr> <tr> <td>Other:</td> <td>Other:</td> <td>Other:</td> </tr> </table>	Audio	Image	Video	MP3	PDF	MP4	FLAC	JPEG	MOV	AAC	PNG	WMV	WMA	TIFF	AVI	Other:	Other:	Other:		Indicate Reason:
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AAC	PNG	WMV																		
WMA	TIFF	AVI																		
Other:	Other:	Other:																		
X. Output Format		<i>Please list any additional notes or concerns.</i>																		
Digital:																				
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Signature of Patron

Date

Processed By

Date

