

InfoSoup Memory Project New Project Profile

Acceptance of your project for inclusion in the InfoSoup Memory Project is based on the following criteria:

- Date of application (first come, first served)
- Appropriateness of the content
- Copyright status of the content
- Capabilities of InfoSoup Memory Project system to store and deliver your objects efficiently
- Availability of OWLS team to give the level of assistance required

Information about the Contributor/Holding Institution

Institution Name	
Contact Name	
Email Address	
Phone Number	

Collection Description

Title of Library Collection: _____

Title(s) of Sub-collection(s) [Optional]: _____

Briefly describe the collection. Attach a separate page if necessary. This is the text that will describe your collection(s) on the InfoSoup Memory Project website:

Material Types

Does your collection contain?		Estimate how many you plan to upload to CONTENTdm.
<input type="checkbox"/>	Photographs	
<input type="checkbox"/>	Postcards	
<input type="checkbox"/>	Finding aids (pathfinders for archives)	
<input type="checkbox"/>	Flyers	
<input type="checkbox"/>	Letters	
<input type="checkbox"/>	Pamphlets	
<input type="checkbox"/>	Manuscripts	
<input type="checkbox"/>	Diaries	
<input type="checkbox"/>	Books	
<input type="checkbox"/>	Objects (3D)	
<input type="checkbox"/>	Others (please describe)	

Does your institution own these materials? Yes No Not sure

The original items were: Published Unpublished Not sure

List approximate date(s) of publication or creation _____

Rights Management

The depositor must determine the copyright status of the digital objects deposited with InfoSoup Memory Project. InfoSoup Memory and OWLS will be held harmless for all copyright challenges.

Select one:

- Items are in the public domain and may be copied and disseminated without restrictions.
 - Items are protected by copyright but permission to use them has been secured before uploading to InfoSoup Memory Project.
 - Items are protected by copyright but fair use provisions apply.
 - Items are protected by copyright but your institution owns the copyright.
 - Items may be protected by copyright. After performing and documenting a diligent search for the rights holders, the library has determined that the items are “orphaned” and has decided to proceed with digitization and publication at the library’s own risk. The Rights statement in the metadata will include an appropriate disclaimer.
 - I have a question about copyright issues. (Please pose your question below.)
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If you have any questions about this program, please call OWLS at 920-832-6190.

Signature

Date

Please print your name

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

Bradley Shipps
Outagamie Waupaca Library System
225 N. Oneida Street, Appleton, WI 54911