

Joyner Library

East Carolina University
East 5th Street Greenville, NC 27858-4353

RELEASE FORM Digitization

How to reach us:

specialcollections@ecu.edu
252-328-6601

The safety of your items is our greatest concern.

We are dedicated to preserving and sharing the history of people, places, and events in Eastern North Carolina. We are honored that you are sharing your part of that history with us, and we're excited to help digitize your memories.

We hope you will allow us to preserve the digital images and share them online in our Digital Collections.

As a library, we try to make our collections available to everyone, whether they are on campus, in town, or around the world. If you allow us to add an item, you'll be listed as the item's donor (unless you don't want to be).

If you have questions, please ask!

I acknowledge that I own the items **to be digitized** and that digitization will involve physical handling of those items. I understand that there is a small risk that my items may be damaged during the examination or digitization process. I give permission for my items to be handled by representatives of Joyner Library, and I agree to hold the Library and its representatives harmless if any damage occurs.

I understand that information about my items, including the digital images, may be added with my permission to Joyner Library's Digital Collections to be preserved and made accessible to the public.

I grant the Library permission to make these items available to the public under a Creative Commons Attribution-NonCommercial 4.0 International License.

Date

Signature

Print Name

Please include at least one of the following:

{ _____ }
Phone number

{ _____ }
Email address

{ _____ }
Street address

{ _____ }
City

State

ZIP

METADATA

Number of pieces/pages:

Who filled out this form?

Title

What is the item called? If it doesn't have a formal title, how would you describe it in a few words?

Date

When was the item first created? When was the item updated or changed?

Creator(s)

Who created the item? Was there more than one person? What were their roles?

Donor(s)

Who owns the item now? Who is giving us permission to add it to Digital Collections?

Description

People: Who are item's current and former owners? Whom does the item describe? What is their relationship to creators/owners?

Places: Where was item created? What location does it depict? Where has item been since it was created? What is the relationship of those locations to the creators/owners?

Events: Has item played a role in any events? Was it a gift, memorial, message, etc.? What actions or occasions does it depict? What is the significance of those events to the creators/owners?

Type & Format

☐ Text

☐ Image

Notes:

Dimensions

x

mm

y

mm

z

mm

