**Addendum: Born Digital Materials**

The Donor acknowledges that Emory acquires the Materials in digital format with the intent of making them available for study, research, and use for an ongoing or indefinite period of time. In order to accomplish this, Emory may need to transfer some or all of these Materials from the original media as supplied by the Donor to new forms of media to ensure the ongoing availability and preservation of Materials. The Donor grants Emory rights to make preservation and access copies of Materials in the collection and to make those copies available for use.

Emory may contract with university staff or outside contractors to store, evaluate, manage and or analyze Materials in the collection.  Any such arrangements must abide by the terms of this agreement.

1. **Privacy, Confidentiality, and Sensitive Information**

Emory will review the Materials in the collection in an attempt to identify items that contain private, confidential, or sensitive information. Please indicate below your awareness of Materials that may contain sensitive electronic information.

\_\_\_\_\_ To the best of my knowledge, these Materials do not contain private, confidential, or sensitive information.

OR

\_\_\_\_\_ I believe that the Materials are likely to contain private, confidential, or sensitive information such as:

\_\_\_\_\_ Social security numbers

\_\_\_\_\_ Passwords or PINs

\_\_\_\_\_ Credit card numbers

\_\_\_\_\_ Financial records

\_\_\_\_\_ Student records

\_\_\_\_\_ Medical records

\_\_\_\_\_ Employment records

\_\_\_\_\_ Confidential government files

\_\_\_\_\_ Materials covered by attorney-client privilege

\_\_\_\_\_ Research data related to human subjects

\_\_\_\_\_ Other materials that have specific privacy concerns.

Please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Does Emory have your permission to decrypt passwords or encryption systems, if any, to gain access to digital data received as part of the Materials? If no, such Materials may not be retained by the library.

\_\_\_\_\_ Yes

\_\_\_\_\_ Yes, under the following conditions: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_ No

1. Does Emory have your permission to recover deleted files or file fragments, if any, and provide access to them to researchers?

\_\_\_\_\_ Yes

\_\_\_\_\_ Yes, under the following conditions: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_ No

1. Does Emory have your permission to provide access to log files, system files, and other similar data that document your use of computers or systems, if any are received with the Materials?

\_\_\_\_\_ Yes

\_\_\_\_\_ Yes, under the following conditions: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_ No

1. In accordance with the ultimate goal of providing access to Materials, all processed and unrestricted digital files will be made available for public use without restriction in accordance with Library policies and procedures as amended from time to time.

In addition to providing reading room access, does Emory have your permission to provide:

\_\_\_\_\_ Open online access?

\_\_\_\_\_ Online access restricted to campus networks or authenticated users only?