## HathiTrust Ingest Administrative Coversheet

| Depositing Institution/ Organization |  |
| --- | --- |
| Date |  |
| Name of Collection  (should match name on DASI form) |  |
| Contact for content submissions (name and email) |  |
| Contact for metadata submissions (if different) |  |

| **Information** | **Description/Example** | **Depositor Entry** |
| --- | --- | --- |
| Namespace for this deposit | May be up to 4 alphanumeric characters (e.g., mdp, uiuo, uc1). See [http://bit.ly/NPPd77](http://bit.ly/NPPd77.) for description. |  |
| WorldCat Registry ID | See <http://bit.ly/1yXwy2s> |  |
| Information about syntax, formatting, and validation of local item identifiers  (not applicable for Internet Archive materials) | Example Barcode: 89094366424  Barcode description:  Ten Digits plus check digit.  First two digits are always 89.    Check digit routine  · Set SUM to zero  · Take the 8 digits of the sequential part of the number (following the 89).  · For each odd position (1st, 3rd, 5th & 7th) add the digit to SUM.  · For each even position (2nd, 4th, 6th & 8th) if digit is less than 5 multiply the digit by 2 and add to SUM, Otherwise multiply the digit by 2, subtract 9 and add to SUM.  · Divide SUM by 10 to the REMAINDER (SUM's 2nd digit) Subtract the REMAINDER from 10 to get the CHECK DIGIT. |  |
| Marc organization code | See <https://www.loc.gov/marc/organizations/> |  |
| Institution OCLC symbol | EYM |  |
| Name and version of ILS used to create/store/export records | Aleph, version 20 |  |
| MARC location of local system record numbers | If not 001 |  |
| Syntax/formatting for local system record numbers | 9 digits, with leading zeroes |  |
| MARC location (including subfield) of (master) OCLC numbers | If not 035 |  |
| Prefixes for (master) OCLC numbers | ocn, ocm, (OCoLC), (OCLC) |  |
| Structure of local classification number in 09X field, if no other classification number is provided | 090 fields include locally assigned LC-type call numbers, entered according to OCLC input standards |  |
| MARC location of local item identifiers or ARK identifiers | If not 955|b |  |
| MARC location of Internet Archive ID (only for IA materials) | If not 955|q |  |
| MARC location of item enumeration and chronology | If not 955|v |  |
| Digitizing Agent | University of Michigan |  |