**HathiTrust Digital Assets Submission Inventory**

Note that Libraries that digitize and deposit items in HathiTrust are under no obligation to retain the physical copy that was scanned.

Depositing Institution/Organization

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Please designate a formal “Content Provider”. For explanation see <http://bit.ly/1ad27sN>

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Name of Collection (for reference purposes; may be formal title such as “Making of America” or project designation such as “first round of Internet Archive files”)

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Brief Description of Content and Content Subject Area

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Ongoing versus One-time Deposit

Please indicate if this is a one-time deposit or if content will be submitted over a period of time.

| One-time deposit |  |
| --- | --- |
| Ongoing deposit. Please characterize the content to be deposited (e.g., total number of volumes, expected number of metadata submissions, and period of time over which content will be submitted. Please also include the number of digital objects to be included with each batch, if known). | *Example: We plan to submit 5,000 volumes over 3 months; volumes will be submitted in batches of 1,000.* |

Bibliographic Metadata

Bibliographic data must accompany all submitted content and will serve as the manifest for that content. Bibliographic metadata should be submitted to Zephir, the HathiTrust Metadata Management System. Metadata should be for print records formatted according to specifications (see <http://www.hathitrust.org/bib_specifications>) and submitted according to the instructions at <http://www.hathitrust.org/bib_data_submission>.

Digital Content

Authority/Provenance of Digital Content

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Please designate a formal “Digitization Agent”. Help: <http://bit.ly/1ad27sN>

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Object Type/Material Type Description

| Object Type | Average Object Size (estimate in Megabytes) | # of Objects (e.g., volumes) |
| --- | --- | --- |
| Texts - ASCII |  |  |
| Texts - XML |  |  |
| Images - TIFF |  |  |
| Images – JP2 |  |  |
| Google JP2 Package |  |  |
| Google Hybrid Package  (TIFF and JP2) |  |  |
| Internet Archive Package |  |  |

Content Submission Method (Please indicate method of submission)

| Return from Google |  |
| --- | --- |
| Download from Internet Archive |  |
| FTP (zip or tar files) |  |
| Removable media (e.g., disk, CD, DVD) |  |
| Dropbox |  |
| Other (please specify) |  |

If content submission method is not “Return from Google” or “Download from Internet Archive”, indicate if the data is compressed or uncompressed (please specify file type)

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Rights and Access Restrictions

If permissions have been obtained from the copyright holder to display in copyright content that is part of this submission, permission documentation should be attached to this form. Also, documentation of any access or use restrictions should be similarly attached.

Duration

The deposit of content described in this inventory will be both non-exclusive and perpetual. At the request of the depositing institution, a copy of content will be returned on a time and materials cost basis.

Signed

| Name Signature Date  Title  Phone  Email |
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