This checklist documents efforts to locate distribution and/or rights holders of a given media item prior to making a digital preservation and/or access copy. These steps represent recommended avenues to prove that a “reasonable effort” has been made. Complete steps to a point of satisfaction to confirm item's availability or lack thereof. Any and all communications with distributors, filmmakers, band members, etc. should be documented and attached to this form.

Item Title & Call No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Worldcat.org searched for evidence of release and/or name of publisher or distributor or copyright owner. Include number of copies.

|  |
| --- |
| Date:  Notes: |

2. Major online sites, such as Amazon.com, eBay, IMDB, searched for copies of the title.

|  |
| --- |
| Date:  Notes: |

3. Title, artist’s name, producer's name, distributor, etc searched on internet search engines.

|  |
| --- |
| Date:  Notes: |

4. Attempted to contact the original copyright holder and/or distributor noted on the library’s physical copy and/or the catalog record for that copy.

|  |
| --- |
| Date:  Notes: |

5. For videos, IMDB.com searched for key names and distributors. For audio items, search appropriate databases and websites (e.g. ‘Tom Lorde’s Discography’ for Jazz, pnwbands.com for NW music)

|  |
| --- |
| Date:  Notes: |

6. For public television titles, the television station credited in the production has been contacted for information about current distribution status. Skip step if not applicable.

|  |
| --- |
| Date:  Notes: |