

CONSENT FORM

Anyone participating in the community digitization sessions was required to fill out the following waiver. The waiver was created to help avoid copyright disputes, and to give the library permission to place community material online.

Name: _____ Phone: _____
Address: _____ Email: _____@_____

I, _____, hereby permit the County of Prince Edward Library & Archives to digitally reproduce and display the items listed below on the Internet. I am aware that any contextual information I provide may be included with the items online. In granting this limited permission, I do not surrender any of my rights to these materials. I agree to the fair use of the digital reproductions for personal study and not-for-profit educational uses.

Item No.	Description of item (title)	Original format of item	Unique Identifier
1			
2			
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[] I am interested in being notified via email when the County of Prince Edward Library & Archives Collection website is released.

Signature of donor

Date

Signature of Organization Rep

Date

METADATA FORM

The following form was filled out for each batch of objects brought in during the community digitization days. This form was created to insure as much metadata as possible was collected about all material scanned.

Title	
Media Type (Circle one)	Text Audio Image Video
Unique Identifier	
Item contributor	
Name of creator	
Dates of Creation	
Description	
Subject(s)	
Copyright Status (Circle one)	Public Domain Copyrighted Licensed Contractual Unknown Other
Scanning Details	
Notes (optional)	