



Digitization Days Data Collection Form



Instructions for Completion

Digitization Data Collection Forms must be completed for each separate item that will be scanned. Only one Cover Sheet (the page with the Bicentennial Logos) should be completed for each set of items no matter how many items are in the set.

Example #1: A photo album with 10 photos would require one Cover Sheet with the owners contact information and the information about two photos. Four of the Additional Sheet pages would then be completed for the additional eight photos.

Example #2: A diary would need only the Cover Sheet completed as all of the scans would be from the same original item.

The forms, and assistance in completing them if needed, will be available at each of the Digitization Days sessions. However, completing them in advance will save time at the session and perhaps allow for more scans to be completed.