

Appendix 2: Permission / Participant Information Form

PERMISSION TO DIGITIZE AND DISPLAY MATERIAL(S) ONLINE

COMMUNITY DIGITIZATION PROJECT

I understand that the purpose of this project is to donate digital reproductions of items to **[name of institution]** ("Institution") and to display these reproductions on the Digital Library of Georgia ("DLG") and the Digital Public Library of America ("DPLA") websites for use by researchers and members of the public.

The staff and volunteers of the Institution may digitize the item(s) described below (the "Material(s)") so that they can be accessed by researchers and members of the public on the Institution's website (**[I.]**), through the Digital Library of Georgia (dlg.galileo.usg.edu) and the Digital Public Library of America (dp.la).

I represent and warrant, to the best of my knowledge, that the Material(s) are in the public domain or that I am either (i) the lawful owner of the copyright in the Material(s) or (ii) the authorized representative of the lawful owner of the copyright. Copyright of all Material(s) will remain with the legal owner of the Material(s). Images may be removed from the DLG and DPLA web sites at the request of the legal owner.

As the owner of the Material(s), I recognize that the digitization process will be performed by properly-trained professional staff of the Institution. I also recognize that the Material(s) so presented by me for digitization are aged and fragile and may be damaged in some form or fashion regardless of the care taken by the Institution's professional staff. I hereby waive any action for damages that may occur during or following the digitization process against the Institution, or its professional staff, agents or representatives.

The Material(s) described below are hereby offered free and clear for digitization and subsequent display as described above, and with no additional restrictions, to the Institution, the DLG and DPLA for the purpose of public access through the DLG and DPLA websites. Said items may be digitized, photographed, microfilmed, photocopied, or otherwise reproduced by DLG and DPLA and displayed for the public and for researchers in accordance with DLG's and DPLA's established policies and procedures.

Description of Material(s):

- **[Delete or expand list as necessary][Short description of item (type of material, date of material, source, headline, etc...)]**,
- **[Short description of item]**; and
- **[Short description of item]**.

The donor hereby declares that s/he has the authority to provide the Material(s) to the Digital Library of Georgia for digitization and future public use.

Signature: _____ Date: _____

Printed Name: _____ Telephone: _____

Address: _____

City: _____ State: _____ Zip: _____

Email Address: _____

Community Digitization Project Representative Signature and Date:
