

DSS Tracking Box:

Conservation tracking:

### Scanning Information Form

**Curator Info:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Collection Name: \_\_\_\_\_

Aggregations\*: \_\_\_\_\_

Date Needed By and Reason: \_\_\_\_\_ Date Delivered: \_\_\_\_\_

Is the item available in UFDC?  Yes  No If yes, what is the BIBID? \_\_\_\_\_

Visibility of digital images:  Public  Private  Dark  Embargoed, if yes, what is the embargo end date?: \_\_\_\_\_

Patron Request?  Yes  No Date of Patron Request: \_\_\_\_\_ Preferred file format: \_\_\_\_\_

**Source of Metadata:** Spreadsheet Catalog Record Finding Aid & Link: \_\_\_\_\_

**Title/Description of project:** (Please include type and size of materials (> or < 16" x 24"), number of items/boxes, and the condition) Please note, this does not include the paper inventory of titles/boxes that must accompany the physical materials.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Funding Code:** \_\_\_\_\_ **Disposition Advice:** Return—  Withdraw—  Recycle—

**Copyright statement to be applied:** \_\_\_\_\_  
\_\_\_\_\_

**Special Instructions/Notes/Cataloging Needs:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Chain of ownership:**

Curator or Collection Manager: \_\_\_\_\_ Number of items/boxes: \_\_\_\_\_ Date: \_\_\_\_\_

Cataloging and Discovery Services: \_\_\_\_\_ Number of items/boxes: \_\_\_\_\_ Date: \_\_\_\_\_

Digital Services Specialist: \_\_\_\_\_ Number of items/boxes: \_\_\_\_\_ Date: \_\_\_\_\_

Conservation Projects Specialist: \_\_\_\_\_ Number of items/boxes: \_\_\_\_\_ Date: \_\_\_\_\_

Bibliographic Control: \_\_\_\_\_ Number of items/boxes: \_\_\_\_\_ Date: \_\_\_\_\_

Digital Services Imaging Assistant: \_\_\_\_\_ Number of items/boxes: \_\_\_\_\_ Date: \_\_\_\_\_

Bibliographic Control: \_\_\_\_\_ Number of items/boxes: \_\_\_\_\_ Date: \_\_\_\_\_

Conservation Projects Specialist: \_\_\_\_\_ Number of items/boxes: \_\_\_\_\_ Date: \_\_\_\_\_

Digital Services Specialist: \_\_\_\_\_ Number of items/boxes: \_\_\_\_\_ Date: \_\_\_\_\_

Curator or Collection Manager: \_\_\_\_\_ Number of items/boxes: \_\_\_\_\_ Date: \_\_\_\_\_

\* <http://ufdc.ufl.edu/l/internal/aggregations>