



File & metadata

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Please be advised that:

- **All collaborators, co-authors, and the faculty mentor need to fill out the form.** Please be sure to provide their current email address in this form.
- You may wish to block access for a period of time. **If you wish to add such an embargo, please be sure to provide a date of release in the following form.**
- We would like to deposit any relevant materials: papers, slides, posters, photographs of 3-D objects, video/audio recordings of performances, etc. We prefer **PDF** format for slides and text, **JPEG** images, **MPEG3** for audio, and **MPEG4** for video. Let us know if you need help converting files to the appropriate format.

Contact us at 478-301-2968 or archives@mercerv.edu with any questions.

Required fields are marked with an asterisk()*.

First, we need to know a little bit about you.

Are you:*

- ☐ A **student** submitting his or her own work
- ☐ A **faculty member** submitting his or her own work
- ☐ **Other**

Required fields are marked with an asterisk()*.

Tell us more about your project.

Your name:*

Your email address:*

School or college:*

Department (if applicable):

Project title:*

Brief (one-two sentence) description:*

Please upload your file(s) here. For more information on our digitization standards, visit: <https://libraries.mercer.edu/research-tools-help/ursa/digital-collections/digitization-specifications>

Did you have any collaborators, advisors, or co-authors?*

- ☐ Yes
- ☐ No

Role:

- ☐ Faculty mentor
- ☐ Collaborator

Name:

Email address:

Do you have additional collaborators to include?

- ☐ Yes
- ☐ No

Role:

- ☐ Faculty mentor
- ☐ Collaborator

Name:

Email address:

Do you have additional collaborators to include?

- ☐ Yes
- ☐ No

Role:

☐ Faculty mentor

☐ Collaborator

Name:

Email address:

Do you have additional collaborators to include?

☐ Yes

☐ No

Role:

☐ Faculty mentor

☐ Collaborator

Name:

Email address:

Do you have additional collaborators to include?

- ☐ Yes
- ☐ No

Role:

- ☐ Faculty mentor
- ☐ Collaborator

Name:

Email address:

Confirmation screen & license agreement

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