



Information Form: Display Information

- *Why do we need this?* The information in this form will be used in the “Explore” section of The Portal to describe your institution and your collection(s) – this information tells users who you are and which of your items they can find on our site
- All information in this form is subject to editing, to make it more web-friendly and consistent with other descriptions in our system
- If you have items that will be broken into multiple collections, create collection information (preferred name, short description, and long description) for each collection
- We would prefer to receive the information in this form electronically, although you can send a hard copy if necessary

Please complete the two pages following this cover page.

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Partner Descriptions:

- The short description is a brief overview of your institution or department
- The long description can contain more information about who you are and what you do

<p>Some possible information to include about your institution or department:</p> <ul style="list-style-type: none">• location• main purpose• most important collection(s) (noting those you have contributed to the Digital Collections)• history• major funders• links to your web site	<ul style="list-style-type: none">• Examples of short partner descriptions: http://texashistory.unt.edu/explore/partners/• Example of a long partner description: http://texashistory.unt.edu/explore/partners/MLCC• Need more help? See: http://www.library.unt.edu/digital-projects-unit/help-creating-your-partner-description
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1. Preferred Partner/Institution Name: _____

(No more than 70 characters, e.g. Richardson Public Library or UNT Music Library)

2. Partner Short Description (approximately 35-65 words):

3. Partner Long Description (approximately 500 words or fewer):

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Collection Descriptions:

- The short description is a brief overview describing *only* the collection that we're digitizing
- The long description can contain more information about the collection (including other parts that we are not digitizing, if relevant)

<p>Some possible information to include about the collection:</p> <ul style="list-style-type: none">• coverage dates• general topic• kinds of items• provenance and history• major donor(s)• links to collection notes or finding aids <p>Note: for the short description, make sure that any of these details that you include apply <i>only</i> to the digitized items and that it is clear in the long description if only part of the items you're describing have been digitized</p>	<ul style="list-style-type: none">• Examples of short collection descriptions: http://texashistory.unt.edu/explore/collections/• Example of a long collection description: http://texashistory.unt.edu/explore/collections/BRTN• Need more help? See: http://www.library.unt.edu/digital-projects-unit/help-creating-your-collection-description
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1. Preferred Collection Name: _____

(No more than 70 characters e.g. Aubrey Area Photographs or Gordon Knox Film Collection)

2. Collection Short Description (approximately 35-65 words):

3. Collection Long Description (approximately 500 words or fewer):