

MINDS@UW NEW COLLECTION FORM

Please complete one copy of this form for each collection you wish to create. For additional policy information see <http://uwdcc.library.wisc.edu/minds/> .

A. ADMINISTRATIVE INFORMATION

Should an existing MINDS@UW community contact be the main contact for this collection? If so, what is the contact's OR community's name? (MINDS@UW staff will confirm this information.)

IF NOT, please answer the following:

Department, research center, or administrative unit responsible for this MINDS@UW collection:

Main contact for this collection:

Main contact's phone:

Main contact's email address:

(The main contact will be the liaison between MINDS@UW staff and the department, research center, or administrative unit responsible for the collection.)

B. COLLECTION INFORMATION

For each collection of materials you want to place in MINDS@UW, please fill in the following information (see <http://minds.wisconsin.edu/handle/1793/197> for an example)

1. *Title (required)
2. *Parent community (required; to which MINDS@UW community or sub-community should this collection belong?)
2. Short description (one phrase or sentence -- like a subtitle)
3. Abstract or longer description (you may include a link to your department's website)
4. "Side-bar" text. This text appears below the recent submissions on the right side of the page.
5. Icon/graphic
6. Copyright information statement

C. SUBMITTERS

Please provide the names and email addresses of all individuals who may submit materials to this collection. (We suggest that you include the main contact for the collection.) You may add to this list at any time by contacting MINDS@UW staff.

D. REVIEW PROCESS

If you wish, you or others may review MINDS@UW submissions to your collection for accuracy or appropriateness before the submissions become public.

Do you need one or more review steps?

Yes ___ No ___

IF YES, please provide the names and email addresses of all reviewers on the spreadsheet provided.

Review steps may be omitted. If, for example, you want just one review step that includes both acceptance/rejection and editing of descriptive information, simply add all reviewers to Review Step Two. Review steps may not be reordered.

REVIEW STEP ONE: Accept or reject submission.

REVIEW STEP TWO: Accept or reject submission, AND edit submission's descriptive information.

REVIEW STEP THREE: Edit submission's descriptive information.

E. COLLECTION ADMINISTRATORS

If you wish, one or more people in your department or administrative unit may be designated a collection administrator. Collection administrators can add or remove submitters, edit descriptive information even after an item has been placed in MINDS@UW, and withdraw items from public view temporarily or permanently (though the item remains in MINDS@UW for archival).

If you wish to have one or more collection administrators, please provide their names and email addresses on the spreadsheet provided, with "C" instead of a number in the Review Step column.