



# OHIO GENEALOGICAL SOCIETY

## Electronic Donation Permission Form

The Ohio Genealogical Society Library thanks you for your donation of computer media. We hope that you will permit us to share this information with our members and patrons in various electronic formats.

\_\_\_\_\_ has donated  
(Donor)

the following electronic media item to The Ohio Genealogical Society Library:

\_\_\_\_\_

**Your initials or check marks in any, or all, of the categories listed below grant OGS the following options:**

The donor retains any rights to content, but will permit the Ohio Genealogical Society to use this material on its public computers in their capacity as a library. The donor understands that library patrons and members will be able to print out hard copy portions of this material, in accordance with copyright laws. The donor also understands that the Ohio Genealogical Society will make protective backup copies of this media.

This material may also be placed on the OGS website. The donor understands that web patrons will be able to print out hard copy portions of this material, in accordance with copyright laws. The donor also understands that the Ohio Genealogical Society will make protective backup copies of this media.

This material may also be added to an Ohio CD/DVD, or future storage media, which may be offered for sale in the future. However, the Society in no way guarantees that the donor's submitted material will be used in this manner.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Name)

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Databases may be e-mailed to [ogs@ogs.org](mailto:ogs@ogs.org) or sent to our postal address:

**Ohio Genealogical Society, 713 South Main Street, Mansfield, OH 44907-1644**  
**Ohio Genealogical Society, 611 State Route 97 W, Bellville OH 44813 (after June 1st)**



# OGS Electronic Data Information Sheet

To assist in cataloging, please answer the following questions as completely as possible for the item donated to the Ohio Genealogical Society noted on the reverse side of this sheet.

Who is the creator or author of the original document or data collection?

Who scanned and/or entered these electronic records?

What title do you suggest for the collection?

When were these records produced – original? Electronic version?

CREATION YEAR: \_\_\_\_\_ YEAR ENTERED/SCANNED: \_\_\_\_\_

What does this collection contain (if more than one item)?

What format and/or software should be used to open this submission?

Has the donor given the same electronic records to any other organization? If so, have any contracts been signed with those groups that might limit OGS use of the material?

YES NO (Circle One)  
 Name of Group:  
 Contract: YES NO

Has the donor removed (or privatized) references to living persons or received their permission for inclusion?

Removed Living Persons: YES NO (Circle One)  
 Permission for Living Persons: YES NO

What is the estimated size of the collection (number of pages or images)?

Are references and/or sources of information included (if a secondary work)?

YES NO N/A (Circle One)

Is a surname or every-name index or contents list included?

Index Included: YES NO (Circle One)  
 Table of Contents: YES NO

Is a transcription and/or translation of the manuscript included (if old script or foreign language)?

Transcript: YES NO N/A (Circle One)  
 Translation: YES NO N/A (N/A=Does Not Apply)

Guidelines for the submittal of electronic data to OGS will change over time, but we currently accept data on CD or DVD or via email. Preferred formats include Word, WordPerfect, RichTxt, Excel, Access, PowerPoint, Publisher, GEDCOM, TIFF, JPG, or PDF. An Electronic Data Donation Form and Electronic Data Information Sheet should be completed for each submission. Files in proprietary software such as FTM, PAF, TMG, etc., are not recommended as OGS may not own the version necessary to open them.