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 or sent to our postal address:

Ohio Genealogical Society, 611 State Route 97 W, Bellville OH 44813

Library Advisory Committee—26 March 2010

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.