



UNIVERSITY  
LIBRARIES

## Student Organizations Collection Transfer Form

Special Collections and University Archives  
University of Maryland Libraries

**Thank you for participating in Stamp Your History!** When you're ready to transfer material to University Archives, please fill out and send back this form to [umdarchives@umd.edu](mailto:umdarchives@umd.edu).

We'll follow up with you to organize the transfer. Please get in touch anytime with questions, or if you need help filling out the form.

**Contact:** Lae'l Hughes-Watkins, University Archivist ([laelhwat@umd.edu](mailto:laelhwat@umd.edu))

## Contact Information

Who is donating this material? (person or organization)	
Your Name or Organization Name	
Email	
Phone No.	
Address	
<b>Date of Transfer</b>	
Who is the contact person for this material?	
Your Name (if different from donor)	
Position / Unit	
Email	
Phone No. (if different from donor)	
Who is packing and sending this material?	
Your Name (if different from donor, contact)	
Who is your contact at University Archives?	
Full Name	
May the Libraries display your name publicly?	
<input type="checkbox"/> <b>Yes</b> , my name may be displayed publicly, including in public metadata ( <b>descriptions</b> ) on <a href="https://archives.lib.umd.edu/">https://archives.lib.umd.edu/</a> and in public exhibitions, to describe how these materials came to be part of University Archives.	
<input type="checkbox"/> <b>No</b> , do not display my name publicly	
<ul style="list-style-type: none"> <li>● <i>Note: We are able to hide your name from any public exhibitions and public metadata about this collection. However, we are unable to guarantee complete anonymity.</i></li> </ul>	

## Tell us more about what you're transferring

Is this your first time donating material to University Archives?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Please briefly describe what you are transferring:	
How many boxes/items?	
<b>Digital only:</b> How much data?	
<b>Digital only:</b> What kinds of files?	
When was this material created? (estimate a date range)	
Are you transferring any of these kinds of material? (check all that apply)	<input type="checkbox"/> Text documents <input type="checkbox"/> Photographs <input type="checkbox"/> Sound <input type="checkbox"/> Video <input type="checkbox"/> Digital content <input type="checkbox"/> Three-dimensional objects
Is there material you want restricted?	Please describe materials you want restricted and why?
Length of restriction	<input type="checkbox"/> 1 Year <input type="checkbox"/> 2 Years <input type="checkbox"/> 5 Years <input type="checkbox"/> 10 Years <input type="checkbox"/> 75 Years
Are you transferring any other kinds of material not on the list? (please describe)	

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<p>Are you transferring material with any of these kinds of information? (check all that apply)</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> School records (e.g. transcripts)</li> <li><input type="checkbox"/> Financial records (e.g. bank statements)</li> <li><input type="checkbox"/> Medical records (e.g. forms, X-rays)</li> <li><input type="checkbox"/> Social security numbers</li> <li><input type="checkbox"/> Passwords or PINs</li> <li><input type="checkbox"/> Credit card numbers</li> <li><input type="checkbox"/> Licensed or pirated software</li> <li><input type="checkbox"/> Addresses</li> <li><input type="checkbox"/> Emails</li> <li><input type="checkbox"/> Phone numbers</li> <li><input type="checkbox"/> Social media handles</li> </ul> <p>*Please try to remove any items that you have checked off on the list above before transferring collection to University Archives</p>
<p>Are you transferring any personal or private information in this material? (please describe)</p>	
<p>Are there any duplicates among this material? (please describe)</p>	
<p>What should archives staff do if we find duplicates, personal or private information, or anything else that is outside of our collection scope? (check one)</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Give it back</li> <li><input type="checkbox"/> Destroy it</li> <li><input type="checkbox"/> Ask me what to do</li> </ul>
<p>Is there anything else you'd like us to know?</p>	

Copyright  
(Please check one)

- I/we retain copyright of materials
- We assign copyright to University of Maryland Special Collections and University Archives

*\*Please feel free to inquire about copyright with Special Collections and University Archives*