

Ohio State University
Center for Folklore Studies
Folklore Archives

Archival Database Information

Depositor Checklist

Depositors should complete the fields below, indicating the contents of their archival donation. Check all items that are included in your archival donation.

Depositor Consent Form	Informant Consent Forms (for each interviewee)
Written Project (PDF)	Audio files, video files, images (in preferred formats)

Depositor Information

Depositor Name (Last, First, MI)

Title of Project

Instructor Name (Last, First)

Semester/Year (ex: Autumn 2017)

Course Number (ex: ENG 2270)

Depositor Rank

Freshman (undergraduate)

Sophomore (undergraduate)

Junior (undergraduate)

Senior (undergraduate)

Graduate Student

Other

Project Contents

of pages (PDF)

of Audio Files (.wav or .mp3)

of Video Files (.mp4)

of Images (.jpg or .tiff)

Other contents

Total # of interviewees

Location of Collection (ex: Columbus, OH)

Keywords (to be completed by collector and reviewed by instructor): **genre or tradition**; **locations** (city, town, neighborhood, building, business, placenames); **groups** (occupation, ethnic, voluntary associations); **specialized terms or vocabulary** (slang, abbreviations, etc.). Be as descriptive as possible, keeping in mind the search terms that future researchers may use to find your project.

If you have questions about keywording your project, consult the American Folklore Society's Ethnographic Thesaurus or email patterson.493@osu.edu.

Interviewee(s) Information

Interviewee Name (Last, First MI)

Interviewee Place of origin

Interviewee Age

Interviewee Sex/Gender/Orientation

Interviewee Group (ethnic, occupational, etc.)

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If you have questions about using or filling out this form, email Cassie at patterson.493@osu.edu

Date of submission (MM/DD/YYYY)

This form last updated 08/01/2016