

**IMLS NLG Collection Registry Entry Form**

[STEP 1: Edit General Collection Information<<](#)

[STEP 2: Assign GEM Subject Headings<<](#)

[STEP 3: Describe Topical Content<<](#)

[STEP 4: Add Contributing Institutions<<](#)

**STEP 5: Add Associated Collections**

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**Add associated collections**

Please edit or add information about other collections associated with your IMLS funded digital collection such as:

- the physical collection from which the digital collection is derived;
- other digital collections which may be useful in conjunction with your collection; and
- sub-collections within your collection that you wish to highlight. Please note that you may describe your sub-collections in more detail by completing an additional collection registry form for each sub-collection.

If you do not have any associated collections, you may continue immediately to the next form by clicking on the "Review Completed Registry Entry" button at the [bottom](#) of the screen.

If you need to end the session before finishing your work, click the "Save File and Come Back Later" button at the [bottom](#) of the screen.

If all information below is correct, you can go to the next (and last!) screen by clicking the "Review Completed Registry Entry" button at the [bottom](#) of the screen.

**[Physical Collection\(s\)](#)** ( [Current number: 0](#) )

(i.e. the collection(s) from which the digital collection is derived)

\* **[Name of physical collection:](#)**

\* **[Institution:](#)**

(The name of the institution where the physical collection is located.)

**[Notes about physical collection:](#)**

(Additional information such as a description or access information)

Save Physical Collection and Add Another

**[Complementary Digital Collections](#)** ( [Current number: 0](#) )

(i.e. other collection(s) that may be useful in conjunction with your digital collection)

**Choose complementary digital collections from the list below**

**(made up of IMLS funded and previously identified digital collections):**

- Africa Focus: Sights and Sounds of a Continent (University of Wisconsin-Madison. Library.)
- Africana Digitization Project (University of Wisconsin-Madison. Library.)
- AlabamaMosaic (Auburn University Digital Library)
- American Journeys (Wisconsin Historical Society)
- American Memory (Library of Congress)
- American Missionary Association and the Promise of a Multicultural America: 1839 - 1954 (LOUIS: The Louisiana Library Network. LOUISiana Digital Library.)
- American Natural Science in the First Half of the Nineteenth Century (Academy of Natural Sciences of Philadelphia)
- Arizona Archives Online (Arizona State University)
- Arizona Electronic Atlas (University of Arizona. Library.)

**... or create a new complementary digital collection:**

**\* Name of complementary collection:**

**\* Collection URL:**

(The URL where an end user can access the digital collection.)

**\* Hosting Institution:**

(The name of the institution which hosts (makes available) the digital collection.)

Save Complementary Collection and Add Another

**Sub-Collections** ( Current number: 0 )

Indicate secondary collection(s) contained within the primary digital collection that you wish to highlight.

We strongly recommend that sub-collections have a URL that is **distinct** from that of the parent collection. This will help users distinguish between various digital collections (and avoid confusion when they are directed to the same URL multiple times).

The sub-collection will inherit the following information from the parent: Interaction with collection; Objects represented in collection; Format of digital items; Access restrictions; Copyright information; GEM topic heading; Administrator; Hosting institution; and Associated NLG projects. You may edit and add information about the sub-collection by repeating the collection registry edit process for the sub-collection. Once you submit this form, you will have an option to return to the start screen. You will see the sub-collection(s) listed along with the parent collection(s). From there you can select the sub-collection to edit.

**\* Name of sub-collection:**

**\* Collection URL:**

The URL where an end user can access the sub-collection.

We strongly recommend that sub-collections have a URL **distinct** from that of the parent collection.

\* [Description](#) :

Save Sub-Collection and Add Another

Save File and Go to the Next Screen >>

Save File and Come Back Later

Reset Form; Do Not Save Changes

Questions? Comments? Contact Sarah Shreeves at [sshreeve@uiuc.edu](mailto:sshreeve@uiuc.edu) or 217.244.7809.

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