

## IMLS NLG Collection Registry Entry Form

<a href="#">STEP 1: Edit General Collection Information&lt;&lt;</a>	<a href="#">STEP 2: Assign GEM Subject Headings&lt;&lt;</a>	<a href="#">STEP 3: Describe Topical Content&lt;&lt;</a>	<b>STEP 4: Add Contributing Institutions</b>	<a href="#">STEP 5: Add Associated Collections&gt;&gt;</a>	<a href="#">STEP 6: Review Completed Registry Entry&gt;&gt;</a>
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## Associate Contributing Institutions with Digital Collection

Institutions can have one of two relationships with a collection.

1. A *hosting* institution is the institution who is holding or hosting the digital collection. A collection can have only one hosting institution.
2. A *contributing* institution is one which has contributed content to the digital collection. A collection can have multiple contributing institutions.

Please **add** institutions which are *contributors* to the digital collection. In some cases, there will be no contributing institutions.

If you need to **edit** the information or **delete** a contributing (or hosting) institution from your collection registry record, please contact Sarah Shreeves ([sshreeve@uiuc.edu](mailto:sshreeve@uiuc.edu)).

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 this information is complete and correct, you can go to the next screen by clicking the "Save File and Go to Next Screen" button at the [bottom](#) of the screen.

## Select Contributing Institutions from List or Create New Contributing Institutions:

<input type="checkbox"/> [Outside USA] - Chinese Opera Society (Singapore) <input type="checkbox"/> [Outside USA] - International Foundation for Arts and Culture (Japan) <input type="checkbox"/> [Outside USA] - St. Petersburg State Museum of Theatre and Music (Russia) <input type="checkbox"/> [Outside USA] - Thang Long Water Puppet Theatre of Hanoi (Vietnam) <input type="checkbox"/> [Outside USA] - The Necessary Stage (Singapore) <input type="checkbox"/> [Outside USA] - World Trade Organization <input type="checkbox"/> Alabama - Air University. Office of History. <input type="checkbox"/> Alabama - Alabama Department of Archives & History <input type="checkbox"/> Alabama - Alabama State Council on the Arts <input type="checkbox"/> Alabama - Auburn University Digital Library <input type="checkbox"/> Alabama - Birmingham Public Library
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Create New Contributing Institutions for this Collection

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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