

Digital Transfer

Submitted by lam on Tue, 2020-02-11 14:44

1. Introduction What are you requesting? * a Digital Transfer (from within Victoria University)
 a Digital Donation (from outside Victoria University)

2. Contact Information Completed By *

Name of person completing the form

Email *

Phone

For Digital Donation Requestor Only Address *

For Digital Transfer Requestor Only Job Title *

Transferring Office *

3. Description of Materials Are you or your office the creator of these materials? * Yes

No

Name the creator of these materials. *

Date Range

Date range of materials being transferred

From (YYYY) * Month

Day

Year

To (YYYY) * Month

Day

Year

Approximate Size

Use box to enter the number and options to indicate MB, GB, TB

Size (Number) *

Size (Unit) * MB

GB

TB

Summary Description *

Briefly summarize the content of the materials. If you have it, please include the number of files and folders in this field.

File Formats * Text

Photographs

Moving images

Audio

Email

Other...

File Formats Other...

Select all that apply. Note that *Text* can include Microsoft Office files (Word, PowerPoint, Excel), PDF, Google Docs, and similar.

Additional Documentation

Additional documentation can provide important context. This can include: screenshots showing the storage location, filing and systems documentation, indexes, file lists, etc. Please describe your additional documentation here to alert Archives staff.

Digital Transfer

Published on E.J. Pratt Library (<https://library.vicu.utoronto.ca>)

CAPTCHA This question is for testing whether or not you are a human visitor and to prevent automated spam submissions.

Website URL

Last updated: November 30, 2022

Source URL: https://library.vicu.utoronto.ca/archives/digital_transfer