



Sam Noble Museum

NATIVE AMERICAN LANGUAGES COLLECTION

STEPS TO DEPOSIT MATERIAL

Depositors may give a large collection of original work, sometimes a lifetime of research and collecting. A depositor may also agree to donate copies of a small family-made collection once NAL has digitized the originals. The depositor may be working from afar (another state or country), or come directly to the museum, in which case these steps may take place at one time. There are many possibilities, but all depositors will follow these basic steps:

1. Contact NAL about your potential deposit to find out what we collect. This information is also provided in the “NAL Collections Criteria: What We Collect” policy.

Note: Steps 2 and 3 are interchangeable. However, most depositors have their materials organized and wish to do so before signing the agreements. Depositors may contact NAL at anytime concerning these agreements and access restrictions. In fact, most depositors work closely with NAL in step 3.

2. Organize your materials and provide information about them using the “NAL Depositor Packet.”

3. Read and sign the NAL agreements in the NAL Depositor Packet. You will receive a copy for your records.

4. Deposit the materials at the museum along with the completed NAL Depositor Packet. If you are loaning the materials for us to digitize, you will sign a loan form at this time.

5. Following evaluation of the materials and any requests for restrictions of access, you will receive a Deed of Gift and a letter from the museum. Sign the Deed of Gift and return it as instructed.

6. Following accession of the materials, NAL will send you

- any requests for further information or clarification;
- an inventory of the materials deposited;
- information about how to access your deposit;
- information about how to keep your contact information and metadata up to date;
- digital copies of materials, as negotiated in the Digitization Agreement.