



COLLECTION APPLICATION – LIBRARY & ARCHIVES, DIGITAL

Please do not bring in the item(s) until you have been contacted by one of the members from the Gilmore Car Museum’s Collections Department for further instruction. If you have any questions, please contact the Administrative office at 269-671-5089.

The archivist will follow up if necessary information is missing from this application. Insufficiently completed applications will not be considered.

Please send this completed form to:

Gilmore Car Museum, 6865 W Hickory Rd Hickory Corners, MI 49060

Attn: Jay Follis, Curator

jfollis@gilmorecarmuseum.org

Contact Information

Name: _____ Date: _____
Address: _____ City: _____ State: _____ Zip: _____
Phone: _____ Email: _____

Collection Information

Is this to be a [] LOAN or a [] DONATION to the Gilmore Car Museum? (*please mark ONE*)

Item(s) Information

How is this data currently stored? Personal hard drive, external hard drive, thumb drive, on the cloud, etc. If stored on the cloud, please describe the platform and access permissions. If *unique* data is stored in more than one place, please list all storage platforms and describe how many GB of data are on each.

How do you plan to transfer the material to the museum if accepted? If unsure, please consult with the museum’s archivist. _____

Please tell us how you came to have this/these item(s):

Purchased Inherited Found Received as gift Created Other

If Other, please specify: _____

Please describe when, where, and how you acquired this/these item(s)? _____



Please provide a directory list that shows any folder structure(s) and each file as an attachment.

For each file please describe the file format, volume and creation date. You may include additional pages and/or attachments if needed.

Please provide the total quantity of each unique item. Please also provide the total number of each unique file format. You may include additional pages and/or attachments if needed.

Can all files be opened? If no, please list all such files and associated error messages. You may include additional pages and/or attachments if needed. _____

Do any files require specific software programs to properly render? If so, what are the software programs needed? Be sure to include versions. You may include additional pages and/or attachments if needed. _____

Does your donation include images? [] Yes [] No

If yes, please attach thumbnails of images included in your offer. A screenshot is ok.

If yes, please include each image's resolution, or DPI (dots per inch). You may include additional pages and/or attachments if needed. _____

Please provide all known original creator information. If there are multiple creators for disparate files in the collection, please list all known creators with the individual items they created. You may include additional pages and/or attachments if needed. _____
