

## AHDS Catalogue Form

The AHDS uses the information on this form to create a catalogue record for your digital resource.

*Please use additional sheets if necessary.*

**Title of Resource**

To avoid delays, please check that this title matches the title given on the Licence Form.

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**Identifiers**

List any identifiers, such as acronyms, grant numbers, ISBN, URIs etc., that are used to refer to this digital resource.

Identifier	Identifier Type
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**Alternative Titles**

List any alternative titles for this digital resource (use BLOCK CAPITALS).

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**Creator(s)**

Give the name(s) of the creator(s), compiler(s), other individual(s), or organisation(s), intellectually responsible for the creation of the digital resource (use BLOCK CAPITALS). These names will be listed in AHDS online catalogues as they appear here. Please list the most significant contributors first.

Name (Organisation/First Name, Last Name)	Affiliation (organisation/department at time of work described by this form)
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**Funding**

Please give details of organisations or individuals responsible for funding the creation of the digital resource. (use BLOCK CAPITALS). These names will be listed in our online catalogues in the order given here.

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**Publisher**

Please give details of any organisation that has published part or all of this digital resource

**Other Acknowledgements**

List the names of any other person(s) or organisation(s) responsible in any significant way for this data collection and indicate their role (use BLOCK CAPITALS).

Name (Organisation/First Name, Last Name)	Role
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.....	
.....	

**Copyright**

Give the name(s) of the copyright holder(s) for the digital resource and, where appropriate, for the original source material (use BLOCK CAPITALS). Specify details if copyright is held jointly, if there are multiple copyrights, or if the digital resource is covered by Crown copyright. *If the digital resource was created during your work as an employee, the copyright holder will normally be your employer under your contract of employment.*

Name (Organisation/First Name, Last Name)	Affiliation (organisation/department at time of work described by this form)
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**Registration under the Data Protection Act**

Has any of the digital resource previously been registered under the Data Protection Act?	Yes	No
Does this digital resource contain information which allows identification of the subjects of research?	Yes	No
Does this digital resource contain information about named individuals who are still alive?	Yes	No

**Project Summary**

Provide a brief summary (max. 200 - 300 words) of the main aims and objectives of the research project (or alternative process e.g. administrative function) from which the digital resource arose.

**Resource Abstract**

Provide a brief summary (max. 200 - 300 words) of the subject content of this digital resource.

**Purpose Resource Type**

Please indicate which of the following would best describe the content of the digital resource (tick more than one option if appropriate)

Original digital recording (audio, moving image etc.)	<input type="checkbox"/>
Digital surrogate of an analogue work (text, image, audio etc.)	<input type="checkbox"/>
Primary research data	<input type="checkbox"/>
Processed research data	<input type="checkbox"/>
Learning and Teaching resource	<input type="checkbox"/>
Working paper, final report or published paper	<input type="checkbox"/>
Catalogue	<input type="checkbox"/>
Computer model or simulation	<input type="checkbox"/>
Software	<input type="checkbox"/>

**Date(s) Digital Resource Created**

Please give date(s) when this digital resource was created (distinguish collection/compilation and computerisation dates as necessary).

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**Language**

Please indicate which language(s) your dataset is in (e.g. English, French, Swahili)

**Sources**

If the data collection was derived in whole or in part from other published or unpublished sources, whether paper or machine-readable, please give references to the original source material. Please give details of where the sources are held, including identifiers such as ISBN, shelf marks, or URL.

**Details of Digitisation**

If the digital resource was derived in whole or in part from other published or unpublished sources, whether paper or machine-readable, please indicate the methodology used for computerising the original source material and whether the data represent a complete or partial copy. Examples of original sources used would be useful.

**Related Digital Resources**

If the digital resource is derived from or is closely related to other digital resources, please include their details below. If any of these data collections are available from the AHDS, it would be helpful if you could indicate the collection's identification number.

**Subject Keywords**

Please suggest keywords for the subject content of the data collection. If possible, please use existing documentation standards and indicate which standard you are following. If you use a documentation standard unique to your organisation, it would be extremely helpful if you could send a copy of it with your resource.

**Geographical coverage**

(Recommended for History and Archaeology, optional for other subjects)

Please give the name(s) of the country, region, county, town or village covered by the data collection. If the names, or the administrative units were different during the time period covered by the data, please record those names or administrative units and their present-day equivalents. If more appropriate, please use coordinates, such as national grid references, to describe the geographical coverage of the data.

**Temporal coverage**

(Recommended for History and Archaeology, optional for other subjects)

Please specify the time period(s) or date(s) covered by the data collection, providing details of any data that only partially cover the time period.

**Publications**

Please provide below full references to any publications about or based upon the data collection.