



**D E N S H Ō**

*The Japanese American Legacy Project*

## **DENSHO COLLECTION NOMINATION FORM**

Name:

E-mail:

Phone:

Address:

City:

State:

Zip Code:

Please note that Densho does not acquire or retain physical collections. We scan materials and return them to the owners. If you would like help locating a repository for the physical items we would be happy to facilitate.

***Feel free to use additional space if needed to answer the following questions:***

Describe the contents of the collections. What subjects are covered? Time periods? Locations?

Describe the types of materials included in the collection. Photographs? Letters? Newspaper clippings? Etc. What is the condition of the materials? What is the estimated size of the collection?

Do you currently retain the rights to materials in the collection? If not, are you aware of the previous owner? (If unsure leave blank).

Are you comfortable sharing these materials in the Densho Digital Repository ([ddr.densho.org](http://ddr.densho.org)), a free, online resource?

Densho prefers to scan originals in order to get digital preservation quality files. Would you allow us to scan the materials in our office in Seattle? If you are located outside of the Seattle area are you willing to ship the materials?

Are there sensitive and/or private materials that you would like separated or withheld from the publically accessible online repository?

Is there a timeframe you would like us to be aware of? Do you need the materials returned by a certain date?

*Thank you for your nomination and for your interest in preserving our community's history. We will be in touch with you soon about your collection.*

INSTRUCTIONS

Submit the completed form in one of the following ways:

Email: [collections@densho.org](mailto:collections@densho.org)  
Fax: (206) 320-0098  
Mail: Densho  
Attn: Collections  
1416 South Jackson Street  
Seattle, WA 98144