

Archive of the Indigenous Languages of Latin America
Deposit Form

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1. This information will go into AILLA's database and form the catalog for the resources in your collection.
2. Please enter as much information as you can, so that future generations of archive users can know what these materials are and who created them. If you need more space, please add pages wherever you wish. You can change this information at any time by contacting the archive.
3. Catalog information is publically accessible except for personal data, such as contact information, and data about contributors who wish to remain anonymous (see section C.) Archive users can read catalog information even for resources that they can not access.
4. You can restrict access to specific resources (section E.) If you want to restrict access to the entire collection, you may note this in section C.
5. If you have any questions or problems, please write to aila@aila.utexas.org.

A: Depositor Information

Name:

Email:

Phone:

Fax:

Address:

Website:

Organization(s):

AILLA username:

Password:

B: Agreement

In signing this agreement, I, _____, authorize AILLA to preserve and archive the materials included in this deposit and listed in Appendix A. Specific conditions regarding access to these materials are stated in Appendix B.

By depositing the materials:

- I state that I have the right to deposit these materials because I recorded or otherwise participated in their creation or because I have been given the right to deposit these materials by their creator.
- I grant AILLA permission to publish these materials electronically, distribute copies on CD or other media, migrate them to future formats and transfer copies to other archives, always respecting my AILLA access conditions.
- I grant AILLA permission to authorize others to use these materials for research, educational, and other reasonable non-commercial purposes, consistent with my AILLA access conditions and with AILLA's Conditions for Use of Archive Resources.
- I grant AILLA permission to publish, distribute copies, transfer to other archives, and use for any nonprofit purpose the metadata that describes these resources.
- I retain all other rights in the materials that I may have by virtue of having made the recording, text, or other items in the deposit, including without limitation, the right to copy, distribute and publish the materials and incorporate them in whole or in part into other works.
- I agree to keep my contact details up to date, and that if I am not contactable (according to AILLA's contact procedure), AILLA will make decisions about management of and access to materials taking into account the nature of the materials, my AILLA access conditions, and the interests of the language community.
- I release and indemnify AILLA and the University of Texas at Austin from any liability resulting from any direct or consequential loss, damage to, or misuse of materials, or resulting from any action related to the content of the deposit.

Following evaluation and accession of the materials, AILLA will send you

- an acknowledgement that the deposit has been completed;
- a list of the materials deposited;
- any requests for further information;
- information about how to access your deposit;
- information about how to keep your contact information and metadata up to date;
- a copy of this form.

Signature: _____ **Date:** _____

C: Collection Information

Notes:

- If you do not provide a title, we will use something like "Joel Sherzer Kuna Collection."
- The Collection Overview should be a brief description of how & why the collection was created. You may attach an article or portion of an article, such as an introduction to a dissertation or book.
- Include other information about the language, such as its genetic relationships, alternate names, or demographic information, if you wish.
- References are any published works that make use of or refer to the resources in this collection. You may attach a bibliography.
- You may choose an access level for the entire collection (see Appendix A for definitions) or you may specify access levels for each resource in section E.
- The password, hint, and controller email will be applied to all restricted access materials in the collection. Different time limits may be specified for individual resources. A password hint allows people in the know to guess the password. Example: "Speak 'friend' and enter."
- You may specify other conditions on the use of these resources to which users must agree. Note that all archive users must agree to AILLA's Conditions (Appendix B.) If you wish to attach documents relating to the long-term preservation and use of these resources, please do so. They will be scanned and preserved along with the resources.

1. Indigenous Title:
2. English or Spanish Title:
3. Collector Name (if different from Depositor):
4. Project/Collector Website:
5. Project/Collection funder(s):
6. Collection Overview:

7. Name(s)+code(s) and/or description of language(s):

8. References:

Security Information

9. Apply the same access level to the entire collection: Yes No

Level: 1 2 3 4

10. Password:

11. Password hint:

12. Time limit:

13. Access controller name:

14. Access controller email:

15. Special conditions:

D: Contributor Information

Please provide the following information for **each** person who contributed to the resources in this collection, including yourself.

Notes:

- Many people use only one name, in which case, enter it as the First name.
- Nicknames are short names or initials that are used e.g. in transcriptions, either for convenience or to preserve anonymity.
- If you choose Yes for 3. *Keep Anonymous*, that contributor's name will not appear anywhere in AILLA's publically viewable catalogs. It will be preserved in the database. If there is a nickname for that person, the nickname will be presented to users where appropriate; if not, the word *Anonymous* will appear.
- Birth dates can be approximate. It is interesting to know if a speaker was old or young when a recording was made, but not necessary to know their exact birth date.
- Contributors usually play the same role in the creation of most of the resources in a collection; e.g. *speaker* or *researcher*. The roles that you identify here will be used for each resource to which that contributor contributed. To specify different roles for some resources, use section E.
- Additional information could be organizations that the contributor belongs to, the social or community role of the contributor (e.g. shaman, teacher), or any other information that pertains to the contributor's participation in the development of these resources.

1. First name: Surname(s):

2. Nickname:

3. Keep anonymous? Yes No

4. Birth date (YYYY-MM-DD):

5. Sex:

6. Place of origin:

7. Native language:

8. Other languages spoken:

9. Research languages:

10. Role in creating these resources (circle all that apply):

annotator	author	compiler	consultant	contributor
creator	data inputter	editor	filmer	illustrator
interlocutor	interpreter	interviewer	performer	photographer
publisher	recorder	research participant	researcher	responder
signer	speaker	sponsor	transcriber	translator

11. Additional description:

E: Resource Information

Please fill out a copy of this page for **each** resource in your collection.

Notes:

- A resource may consist of many parts, such as a recording + transcription + translation + photographs, or a video + audio + annotation text, or a set of related photographs or a book with many chapters. If you have questions about how to sort your materials into resources, please contact us at aila@aila.utexas.org.
- Please include the ISO code for the language, if you know it.
- If there are many components in the bundle, give the date when the central component (e.g. the recording) was created. You may specify other dates in the Description section, if you wish.
- *Place created* may be "town, province, country", or e.g. "river valley, region, country".
- Genres are keywords used to facilitate searching. They are listed in Appendix C: Controlled vocabularies.
- Identify the Contributors who participated in the creation of the components of this particular resource, along with the roles that he or she played. You may use nicknames assigned in section D.
- The description may include an overview of the contents and/or an account of the circumstances under which the resource was created. Attach a separate page if you wish, but if you want to include a description longer than a few paragraphs, it would be best to treat that as a text file that is a component of the resource, and include a much briefer description for the catalog entry.
- We recommend that you number all the physical objects in your deposit, writing clearly in black ink (ex: #1: tape1.sideA.track3, #2: notebook1.section4.) Then you can just list the object numbers that belong to this resource on this page. This will ensure that we are able to sort your deposit correctly. If you are uncertain how to label your materials, please write to us for assistance.
- You may specify an access level for each component (file). If you choose 3 (Time limit), please specify the date on which it may be released to level 1. If no access level is specified, we will use the level you chose for the entire collection.

1. Indigenous Title:
2. English or Spanish Title:
3. Date created (YYYY-MM-DD):
4. Place created:
5. Language(s):

6. Genre(s):
7. Contributors (name + roles):

8. Description:

9. Resource components & access levels:

Component identifier	Level: 1	2	3	4
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F: Media & Recording Equipment Information

Notes:

- If your deposit includes materials that you have digitized yourself, please identify the original recording equipment & formats by resource number on this page and then mark that number on the page for each relevant resource. This will enable us to describe the provenance of each resource properly.

1. Audio equipment:

2. Video equipment:

3. Cameras:

4. Information about digital texts:

a. software:

b. fonts:

c. content encoding (e.g. EURTYP)

5. Other information about media, formats, and equipment

Appendix A: Access Conditions

If a user has “access” to a resource, he or she may:

- listen to audio and watch video recordings and view texts and images on the AILLA website,
- download copies of recordings, texts or images from the AILLA website,
- request copies of resources on CD or DVD which AILLA provides at cost (no profit).

AILLA requires all users to agree to the *Conditions for Use of Archived Resources* (Appendix B) when they create a user account at AILLA. If they do not agree to the *Conditions*, they will not be able to access any resource at AILLA, including those designated as Level 1 (public access.)

In general, we encourage all depositors to make their resources freely available and to consider archiving with AILLA as a form of publication. We reserve the right to archive only those resources that we deem appropriate, with respect to both content and access.

Access levels may be assigned to the entire collection or to any part of the collection.

Level 1. Open access. Users have full access to these materials after agreeing to our *Conditions for Use of Archived Resources*. For this level, we assume that depositors have already gained permission for public access from the speakers or authors of the resource.

Level 2. Access is protected by password. Users may access recordings only if they know a password that you create. This type of access allows you to keep resources private or provide access to others by sharing the password with them. Access limited by passwords must be renegotiated with AILLA every five years. (AILLA will contact the depositor at the appropriate time.) If not renegotiated, access control reverts to the archive.

Level 3. Access is protected by a time limit. Users may not access the resources until after a specified date. This level allows you to restrict access to resources for a few years while preparing a publication, such as a dissertation, or for the lifetime of a speaker. After the time limit, access changes to open access (Level 1).

Level 4. The depositor (or someone else) controls access to the resource. AILLA will provide contact information and the user must contact the access controller directly for permission. If permission is granted, the controller will inform AILLA and AILLA will allow the requestor access to the resource. The controller must ensure that the appropriate contact information is up to date. If contact information is not up to date, then determinations of permission to access and use the resource revert to the curator of the archive.

Appendix B: AILLA's Conditions of Use of Archive Resources

Resources deposited in the AILLA database are protected by the *AILLA License Agreement* or by more specific agreements signed by the depositors and AILLA's directors. While AILLA can not guarantee that no violations of these agreements will occur, if we learn of a violation, AILLA will notify the AILLA community of the violation.

"I agree to the following conditions on the use of AILLA resources:

1. I will not use any resource in the AILLA database for commercial purposes.
2. I will respect the intellectual property rights and copyrights that pertain to AILLA's holdings.
3. I will not alter or modify any resource in the AILLA database, without a legal authorization to do so, for example, fair use, or without prior explicit permission from the resource's creators.
4. I will not create works derived from any resource in the AILLA database, without a legal authorization to do so, for example, fair use, or without prior explicit permission from the resource's creators.
5. I will act in good faith in interactions with AILLA's user registration and access systems. This means that I will not attempt to disguise my electronic identity or impersonate an AILLA depositor or resource creator, and I will abide by the decisions made by resource controllers concerning access to AILLA resources.
6. If the metadata for a resource states that names of creators and participants must be kept anonymous, I will respect their anonymity in any spoken or written representation of that resource that I produce.
7. I will cite any AILLA resource that I make use of in any published work according to the AILLA Citation Guidelines."

We would also like to ask that you inform us of any publications, projects, or significant research that you accomplish using AILLA resources, so that we can announce them on our News page. And if you produce transcriptions or translations or other derivative materials from AILLA resources that our user community would find interesting, we would appreciate it if you would deposit those materials with us as well. We expect to have many recordings in our collection that are untranscribed and unanalyzed, and are hoping that members of our user community will gradually help us to produce transcriptions, translations, and analyses, making these oral works more accessible.

Thank you for your interest in our collection.

Appendix C: Controlled Vocabularies**Genres**

Article	Book	Ceremony	Ceremonial dialog
Chant	Conversation	Correspondence	Curse
Dataset	Debate	Description	Dispute
Document	Drama	Educational material	Elicitation
Ethnography	Field notes	Grammar	Greeting/Leave-taking
History	Interview	Instructions	Instrumental music
Lexicon	Meeting	Myth	Narrative
Oratory	Photograph	Poetry	Prayer
Procedure	Proverb	Reader	Recipe
Ritual song	Sketch	Song	Speech play
Thesis	Unintelligible speech		Wordlist

Roles

annotator	author	compiler	consultant	contributor
creator	data inputter	editor	filmer	illustrator
interlocutor	interpreter	interviewer	performer	photographer
publisher	recorder	research participant	researcher	responder
signer	speaker	sponsor	transcriber	translator