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Please note that TRAIL does not return any donated materials. Materials sent to TRAIL undergo destructive scanning for its digitizing process. Also, TRAIL will not return any materials that after further review TRAIL cannot use.

The Vetting Process

Materials TRAIL will not accept:

- Microfiche or Microcards unless they have been specifically requested or approved by the TRAIL Collections Working Group. Note: Microfiche or microcards that are supplementary material associated with a print publication must be approved by the TRAIL Collections Working Group.
 - TRAIL is in the early stages of evaluating the feasibility accepting microcard donations. We are not accepting microcards currently. Prospective microcard donors needing to proceed with their disposal plans can consult the processing inventories (TRAIL Guides at <http://trailguides.crl.edu/>) to review what we have already processed to assist with their decision-making.
- Paper reports that have white text on a dark background. These reports are copies made from negative microfiche or microcard on a glossy, thick stock paper. Any of these items received will be discarded as they are not machine-readable.
- Poor quality paper (fragile, damaged, the ink has bled through) or unreadable text, original or photocopied. Any materials sent that cannot be scanned easily will be discarded.
- Annual or semi-annual reports that do not seem technical in nature.
- Conference proceedings that are not part of a series or if they are not a technical report.
- Contractor reports that do not have an agency series name or series report number.
- Copyrighted materials. Any material which contains a copyright mark or statement, including references to proprietary software/processes/or images will not be accepted. Any material that appears to be copyrighted but lacks a copyright statement or mark may be rejected due to the uncertainty of its status or the difficulty of determining whether it is under copyright.
- Dissertations.
- Journal articles. While journal articles may contain the entire government report TRAIL seeks, there may be copyright issues that TRAIL is not able to resolve.
- Rand Reports.
- Reprints that appear in academic literature or journals.
- Translations from foreign governments (e.g., these can be identified by a “tr” in its alpha/numeric code—AEC-tr-number).

Upon notification from the TRAIL Collections Working Group that we will accept your donation and prior to shipping materials to Central Processing, please review the material you wish to donate against the TRAIL inventory database: <http://trailguides.crl.edu/>.

In order to avoid sending duplicative materials please review the following:

- Review the Series inventory spreadsheet (e.g. Atomic Energy Commission, Department of Energy) and open up the series.
- Search for the alpha/numeric number
 - If that number does not appear on the spreadsheet TRAIL is in need of that publication.
- If the number is on the spreadsheet check the Comment/or Note column. In most cases a note will indicate whether or not TRAIL is still in need of that publication.
- If you do not see the Series for the materials you are donating it is likely a new Series which Central will start. Please inform the Collections Working Group member that the material is a new Series.

Avoid sending duplicates:

- If a “Search Only” appears in the Comment/or Note column do not send. A copy has been received and processed. A copyright issue is being resolved.
- If there is NOT an URL in the “HT/UNT Status” do not send. It is likely that publication is in the processing pipeline. Materials sent to Michigan for inclusion into HathiTrust can take several months to process before the URL appears in the TRAIL inventory. Materials displayed in the University of North Texas Digital Collection (<https://digital.library.unt.edu/explore/collections/TRAIL/>) can take upwards of a year to process before the URL appears.

Should you have any questions please contact:

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Rev. 7-15-2020 Barkley