**Northern Virginia Folklife Archive Accession Form**

***\*\* Please submit this form to the Archive as its own digital file, separate from your paper. Name this file of yours as follows: 2011-xxx\_LastName\_AccessForm***

***\*\* Please fill out the two confidential sections enclosed in text boxes below. This information will not be made public.***

***\*\* Please note that the rest of the information on this form will be entered in a database and may be available to the public through the internet. As new technologies emerge in the future, this information may be distributed through them). Thus, please do not record any information you wish to keep private.***

**File # 2011-xxx**

**Title of Project:**

**Date material was collected:** (as specific as possible)

**Date project was finished:**

**Summary of Project’s Text and Context:** Fieldworker

**Name of Fieldworker:**

*This information is for the in-house use of GMU Folklore archivists only. It will not be distributed to the public in any form.*

Address of fieldworker:

Phone number of fieldworker:

E-mail of fieldworker:

Gender of fieldworker:

Age of fieldworker:

Ethnicities of fieldworker (i.e. Vietnamese-American, Salvadoran-American, etc):

Nationality of fieldworker (if not born a citizen of USA):

Birthplace of fieldworker (town / state [spelled out] / nation):

Religious background of fieldworker:

Occupations of fieldworker:

**Name of Informant:**

**OR Pseudonym of Informant:**

**Informant’s relationship to collector:**

*This information is for the in-house use of GMU Folklore archivists only. It will not be distributed to the public in any form.*

Address of Informant (optional):

Phone number of informant (optional):

E-mail of informant (optional):

Gender of informant:

Age of informant:

Ethnicities of informant (i.e. Vietnamese-American, Salvadoran-American, etc):

Nationality of informant (if not born a citizen of USA):

Birthplace of informant (town / state [spelled out] / nation):

Birthdate of informant:

Religious background of informant:

Occupations of informant:

**Places where material was collected (town, state [spelled out], country if outside USA):**

**Places mentioned in material collected (town, state [spelled out], country if outside USA):**

**Keywords.**  (Instructions: What topics would help a researcher find your fieldwork? )

**-- Era :** (list prominent historical epochs or earliest decade referred to in this collection. Examples are Civil War, WWI, WWII, Depression, 1940s, 1950s, 1960s, 1980s, 2000s, 2010s etc. If decade is unknown, use century: 1700s, 1800s, 1900s)

**-- Folk Genre :** (examples: *Narrative*: personal, family, legend; *Song; Belief; Proverb; Festival*: Halloween, birthday, wedding; *Foodways; Art*: quilting, carving; *Others*)

**-- Folk Group :** (examples: *Family*; *Ethnic*: Greek American, African American; *Occupation*: firefighters; *Sports*: baseball; *Gender*; *Sexualities*; *Others*)

-- **Motif, issue, and cultural practice :** (death, water, murder, car, bear, etc.)

**Additional:** \_\_\_\_ Audio tapes/CDs \_\_\_\_ Video tapes \_\_\_\_ Photographs \_\_\_\_\_Digital Files (

When submitting digital files (paper, images, sound, etc) please submit each as a separate file with the appropriate name, for example:

2011-xxx\_LastName\_paper

2011-xxx\_LastName\_mp3\_1

2011-xxx\_LastName\_mp3\_2

2011-xxx\_LastName\_mp4\_1

2011-xxx\_LastName\_photo1

2011-xxx\_LastName\_photo2

**Restrictions, if any, placed on the use of this collection:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Archive Use only:

Date that this accession sheet information was keyed into computer:

Person who keyed in this collection:

-- updated 17 February 2011