

PRINCIPALITY OF THE PILLOW FORTRESS
Library of the Pillow Fortress - Library Archive Deposit Form

FORM
PPF-LIB-DEP-001-A

Use this form to deposit publications, documentary materials, personal papers, organizational records, photographs, audio-visual media, or digital files with the Library of the Pillow Fortress. Complete one form per deposit or collection. Attach an inventory if additional space is required.

This form records the transfer, loan, preservation deposit, or copy deposit of library or archival material. It does not itself determine cataloging priority, publication status, appraisal value, or legal title beyond the terms stated herein.

Date Filed	Deposit / Accession No.	Deposit Type	Official Use Only
_____	_____	Gift / Loan / Copy	Received by: _____

I. Depositor Information

Depositor Name or Organization: _____	Contact Person / Representative: _____
Fortressian Identification Code (if issued): _____	Relation to Material: _____
Primary Address or Canton: _____ _____	Province / Administrative Division: _____
Telephone Number: _____	Electronic Mail Address: _____

II. Material or Collection Information

Title, Collection Name, or Series Title: _____	Material Category: _____
Creator / Author / Editor / Originating Body: _____	Publisher / Issuing Body (if any): _____
Date or Date Span of Material: _____	Language(s): _____
Number of Items / Copies / Files: _____	Format / Medium: _____
Original / Copy / Digital Surrogate: _____	Physical Condition: _____
Storage Medium or Container Description: _____	Accompanying Inventory Attached? Yes / No ____

III. Deposit Terms, Rights, and Access

Deposit Basis: Gift / Loan / Copy / Preservation / Legal Deposit _____	Ownership Transferred? Yes / No _____
Open Access / Restricted / Embargoed Until: _____	Reproduction Permitted? Yes / No / With Permission _____
Sensitive, Personal, or Confidential Material? Yes / No _____	Appraisal or Insurance Documentation Attached? Yes / No _____
Restrictions, Conditions, or Special Instructions: _____ _____	Preferred Citation or Credit Line (if any): _____ _____

IV. Inventory Summary and Scope of Deposit

List principal titles, folders, volumes, series, or file groups included in this deposit: _____ _____ _____ _____
Brief description of subject matter, provenance, arrangement, and historical or research significance: _____ _____ _____ _____

V. Delivery, Custody, and Declaration

Date Delivered or Shipped: _____	Receipt Requested? Yes / No _____
Delivered By / Carrier / Method: _____	Temporary Storage or Handling Notes: _____
Depositor Declaration: I certify that I am authorized to deposit the material described herein and that the information supplied is true and complete to the best of my knowledge. I understand that the Library of the Pillow Fortress may review, catalog, preserve, restrict, or decline material in accordance with its rules and the terms stated on this form.	
Signature of Depositor / Authorized Representative: _____	Date: _____
Printed Name: _____	If Organization, Office or Title: _____

VI. Library of the Pillow Fortress Official Use Only

Receiving Librarian / Archivist: _____	Date Received: _____
Accession / Control No.: _____	Collection / Shelf / Repository Location: _____
Cataloging / Processing Action: _____	Disposition: Accepted / Conditional / Referred / Declined _____
Library Remarks: _____ _____	Restrictions Entered or Follow-Up Required: _____ _____