

How to Get Your New Published Collection in the "Collection of Collections" (LCOC)

To get your new published collection in the LCOC, simply cut and paste the fields containing the applicable data into a Trackit that you submit to the LOUIS office. A LOUIS staff member will enter the data for each field into the LCOC using the information you supply.

All of the fields listed below are required.

1. Collection Title: What is the official title of your new collection?
2. Description: Provide a short (3-4 sentences) description of the collection contents.
3. Subject: Choose from among the following subject terms to assign general subjects to your collection. You may select as many that apply.

Arts and Architecture
Business and Industry
Community and Culture
Education
Government and Politics
Institutional Repository
Land and Resources
Military and War
People and Cultures
Polls and Surveys
Race and Ethnicity
Religion and Philosophy
Science and Technology
Textile Design Drawings
Theses and Dissertations
Transportation
Work and Labor

4. Institution: Provide the name of your institution.
5. Original Media Format: Select from the list of media terms below those that apply to this new collection. If an appropriate term does not appear in the list below, include the new term and LOUIS staff will add it to this list.

Audio Recording
Cinematic Film
Diaries
Drawing
Glass plate negative
Hand Colored Wood Engraving
Map
Mechanical drawings
Oil on canvas
Photograph
Photographs
Posters
Print
Ribbons
Scrapbooks

Text
Textiles
Video Recording
Watercolor drawing

6. Louisiana Parishes: list all parishes related to the collection. Eg: Winn Parish; Orleans Parish.
7. U.S. Counties: list all counties related to the collection. Eg: Monroe, Florida; Los Angeles County, California.
8. U.S. Cities and Towns: list all related to the collection. Eg: Baton Rouge, Louisiana; New York, New York.
9. U.S. States: list all states related to the collection. Eg: Louisiana; Texas.
10. Outside the U.S.: list all countries and cities related to the collection. Eg: Hamburg, Germany; Japan.
11. Coverage-Temporal (Dates and Eras): Select all dates and Eras from the list below that apply to your collection. If a range of dates applies, list all decades separately that should appear in the range.

08-29-2005 (Hurricane Katrina)
09-24-2005 (Hurricane Rita)
1500
1500-1682 (Age of Discovery)
1510
1520
1530
1540
1550
1560
1570
1580
1590
1600
1610
1619-1859 (Slavery)
1620
1630
1640
1650
1660
1670
1680
1683-1763 (French Colonial)
1690
1700
1710
1720
1730
1740
1750
1760
1763-1803 (Spanish Colonial)
1770
1780

1790
1800
1804-1812 (Territorial)
1810
1813-1839 (Early Statehood)
1820
1830
1840
1840-1859 (Antebellum)
1850
1860
1861-1865 (American Civil War)
1865-1877 (Reconstruction)
1870
1880
1890
1900
1910
1914-1919 (World War I)
1920
1930
1935-1943 (Works Progress Administration W.P.A.)
1939-1945 (World War II)
1940
1950
1960
1970
1980
1990
2000
2001
2002
2003
2004
2005
2006
2007
2008
2009

12. Collection Code: Provide the collection code ("alias").
13. Contact Information: Provide the name, email, and telephone of the person to contact. This information will appear to the public.
14. Custom Browse: If you created any custom browse URLs using the Custom Query and Results Wizard (CQR) provide that URL here.