|  |  |  |  |
| --- | --- | --- | --- |
| **Material Tracking Form[[1]](#footnote-1)**  **Form for sending materials to Digital Production Services[[2]](#footnote-2)**  **Material Information** | | | |
| Title: |  | | |
| Author: | |  | | --- | |  | | | |
| OCLC: |  | Aleph: | Material Type: |
| Aggregations: |  | | |

|  |  |
| --- | --- |
| **Physical Material** | |
| Material Sent: (if digital material, link or location of digital material) |
| Disposition Advice (discard, withdraw, return, etc.): |

|  |
| --- |
| **Additional Notes:** |

1. This is an example of a manual sheet. All items in SobekCM have an auto-generated sheet which can be accessed by adding “ts” to the end of the permanent URL, as with this example: <http://ufdc.ufl.edu/UF00056235/00001/ts>

   A copy of this form is here: <http://ufdc.ufl.edu/AA00017119/00027/downloads> [↑](#footnote-ref-1)
2. After the items are ingested/input into SobekCM, curators can see the items in process by going to their collection aggregation and viewing private/inprocess items (from the aggregation link, add “/inprocess”) and then the workflow history on items from the “View Work History” tab by adding “/tracking” to the permanent link: <http://ufdc.ufl.edu/AA00017119/00026/tracking>

   For DPS, more on internal tracking forms is found here: <http://ufdc.ufl.edu/AA00017119/00019> [↑](#footnote-ref-2)