

DONATING MATERIALS TO TRAIL

The Technical Report Archive & Image Library (TRAIL) locates, acquires, catalogs, digitizes, and offers open access to U.S. federal government agency technical reports. TRAIL values your willingness to donate materials to support our efforts. We could not fulfill our mission without your important contributions. Please review this document, which provides criteria and guidelines under which TRAIL will consider your donation.

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

The Vetting Process

Materials that TRAIL will not accept:

- Microfiche or Microcards unless they have been specifically requested or approved by the TRAIL Collections Working Group.
 - Note: Supplementary material such as microfiche or microcards associated with a print publication must be approved by the TRAIL Collections Working Group.
 - TRAIL is in the early stages of evaluating the feasibility of accepting microcard donations. We are not accepting microcards currently. To assist with decision-making, prospective microcard donors who need to proceed with their disposal plans can consult the processing inventories linked from the TRAIL Guides <http://trailguides.crl.edu/> to review what reports we have already processed.
- Paper reports that have white text on a dark background. These reports are copies made from negative microfiche or microcard on 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 that 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 cannot 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 their alpha/numeric code—AEC-tr-number).

The Review Process

- Review the list of agencies listed on the TRAIL Guides against the agencies your reports originated from. (e.g., Atomic Energy Commission, Department of Energy).
- Find the appropriate series inventory within that agency and open that inventory file.
- Search for the alpha/numeric number
 - If that number does not appear on the spreadsheet, TRAIL needs that publication.
- If the number is on the spreadsheet, check the Comment/or Note column. In most cases, a note indicates whether TRAIL still needs that publication.
- If you do not see the Series that your donating reports belong to, it is likely a new Series that Central (Central Processing) will start.

Avoid sending duplicates:

- If a “Search Only” appears in the Comment/or Note column, a copy has been received and processed. A copyright issue is being resolved.
- If there is NOT a URL in the “HT/UNT Status” the publication is likely in the processing pipeline. Materials sent to Michigan for inclusion in HathiTrust can take several months to be processed 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.

Offering the Donation

Contact the TRAIL Collections Working Group Coordinator listed [here](#). Collections meet biweekly and will be in contact as soon as they can.

When you receive the notification of your donation acceptance from the TRAIL Collections Working Group, you will receive shipping instructions.

Should you have any questions, contact the TRAIL Collections Working Group Coordinator.

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