|  |  |
| --- | --- |
| **EZID Shoulder Request Form****ezid.cdlib.org** |  |

California Digital Library 415 20th Street, 4th Floor

Oakland, CA 94612-2901

**Today’s date: Your name:**

**Your current EZID account name (login):**

**Will the new shoulder be associated with the current account?** \_\_\_ Yes \_\_\_ No

**If Yes, skip to #6. If No, complete 1 through 5 before proceeding.**

1. **Login name for new account \*:**

Choose a name that is lowercase, 10 characters or less; no spaces. Underscore or dash ok.

1. **Email address:**

 To be associated with the account—can be a group address, but should not be closed.

1. **Primary contact:**

 An individual associated with this account. (Primary contact is required.)

1. **Contact’s email address (if different):**
2. **Contact’s phone number:**
3. **Secondary contact:**

 An individual associated with this account. (Secondary contact is optional.)

1. **Secondary contact’s email address (if different):**
2. **Secondary contact’s phone number:**
3. **Label:**

The name of the organization, lab, research group, etc.

1. **Desired shoulder string, if any\*\*: \_\_\_\_\_\_\_**

A short string that extends the DOI prefix or ARK NAAN. Can be as brief as a single letter and a single number. Example: ‘B5’ for DOIs or ‘b5’ for ARKs. Should be opaque for longevity. See Shoulder String Guidelines below.

**By default, EZID will create unique identifiers for this shoulder. Will this meet your needs?** \_\_YES \_\_NO

**If you answered “NO” to the last question, please explain why:**

\***Privacy notice:** EZID complies with CDL’s Privacy Policy (<http://www.cdlib.org/about/privacy.html>) concerning collection and retention of personally identifiable information. This means that we minimize the information that is collected about each account. Account holders need to be aware that the EZID User Interface does display identifier ownership, indicated by account name. Therefore if the account name has any personally identifiable embedded in it, that information is available to others. Account holders are responsible for considering any privacy implications of choosing a personally identifiable account name.

**\*\*Shoulder string guidelines:** The following guidelines help us to maintain identifiers and to detect transcription errors in identifier strings that our minters generate. Choose a shoulder that:

-starts with one or more letters (for DOIs they must be uppercase and for ARKs we strongly recommend lowercase).

-ends with a digit.

-contains neither vowels nor the letter 'l' (L).