

# Digital Project Proposal Form

DPP# \_\_\_\_\_

## Western Illinois University Libraries

Required Information — Please complete all of the following...

Project Sponsor: \_\_\_\_\_ Submission Date: \_\_\_\_\_

Project Name: \_\_\_\_\_

Project Team: \_\_\_\_\_

**Primary Contact Info:**Name: \_\_\_\_\_ Dept/Org: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

**Project Description** (brief description of subject matter; state its value & impact (e.g., cultural, historical, scholarly, educational); how the content is unique; whether already avail. for purchase; and reason for digitizing. Attach additional pages & letters of support.

**Material type(s)** (photos, books, newspapers, letters, diaries, audio, video, etc. ?):

**Content type(s)** (color pages, b/w, fold outs, oral interviews, brochures, plates, etc. ?):

**Media format(s)** (microfilm, slides, film rolls, cassette, CD, etc. ?):

**Project Size/Scope** (# of total items/volumes/pages; total audio/video length (minutes), etc. ?):

**Special Dimensions** (e.g., in page-size inches: 18"x24", etc. ?):

**Condition** (brittle pages, special care, conservation needs, preservation needs, etc. ?):

**Overall Project Size** (please circle): **Small** (under 250 scans) **Medium** (250—1,000 scans) **Large** (1,000+ scans)

**Metadata**

- Is there an existing title/author/date/description for each item? If not, is there a general finding aid with this information?
- What other sources of metadata are available for the project (e.g., existing catalog cards, spreadsheets, handwritten notes)?

**Relation to Existing Collections** (how does this project enhance existing library collections, research, WIU's mission?):

**Anticipated audience** (who will benefit?):

**Project/Collection Owner** (e.g., person, WIU entity, non-university entity? Please specify, & give contact info):

**Year of Original Creation/Publication:** \_\_\_\_\_

**Copyright Owner** (Please establish content is in Public Domain or attach signed permission(s) for WIU to copy. Should "WIU-only" online access restrictions apply?):

**Desired Completion Date & Reason** (e.g., project deadline, intermediate deadlines, coursework, public exhibit, other?):

**Funding Sources** (list all sources whether recurring or one-time; amounts; any limitations?):

**Additional Information Requested... (please see reverse)**

**Additional Info** It is very helpful for decision-making to have the following information (attached pages welcome):

**Resource Commitment & Workload Impact for the Project Team:**

Please address the issue that digital collection management requires planning, organization, ongoing maintenance, and partner assistance into the future (e.g., If a narrative overview is needed, who will write it? If a finding aid is required, who will create it? If copyright issues emerge, who will resolve them?). What will be the impact for you, your team, &/or organization?

**Other partners:** Are there related collections that are already digitized? What other libraries or groups might consider digitizing it? Is any of the material already digitized &/or online? Who are other possible partners (e.g., museums, public libraries, community groups)?

**Thank You for Completing this Form**

— Internal Use Only Below This Line —

**Internal Considerations**

**Processing Resources Required** (if internal: staff impacts, OP costs; if external: staff impacts, OP costs, vendor & shipping costs):

**Estimated Processing Timeline:**

**Do objects need to be scanned in color?** Yes No n/a

**Digital Storage Costs** (estimated GBs expended/cost per GB): \_\_\_\_\_

**Other technical requirements and impacts** (e.g., digital collection functionality (access/training, programming & web support, storage, maintenance, security); development scheduling changes; production scheduling changes, etc.):

**New non-MARC collections** (estimated requirements for all records in WestCat/I-Share, e.g., orig. cataloging, confer w/ Cataloging)

**(Internal) Project Team Members** (list library team members, and units, who will be involved in the work of the project, project communication, meetings, etc.):

**Post-project debriefing concerns** (define the key concerns that should be covered, e.g., fiscal, production rates, usage stats, etc.):

**Special Handling Requirements** (i.e. controlled climate, fragile, gloves required, security):

**User Access Points:** ContentDM CMS: \_\_\_\_\_ Web: \_\_\_\_\_ Other: \_\_\_\_\_

**Where will the project reside?** ContentDM LibStorageServer CMS: \_\_\_\_\_ Other: \_\_\_\_\_

**Preferred Access Format(s) of Digital Object(s):** JPEG PDF MP3 Other: \_\_\_\_\_

**Preferred Storage Format(s) of Digital Object(s):** TIF JPEG PDF MP3 FLAC Other: \_\_\_\_\_

**Approval**

Coordinator, Info. Systems & Digitization (signature/date) \_\_\_\_\_

Dean of University Libraries (signature/date) \_\_\_\_\_