

## New Project Proposal

Digital project proposals will be accepted on an ongoing basis.

Submit completed project proposals electronically to \*\*\*

Proposals should be brief: two page maximum.

Date: \_\_\_\_\_ Name: \_\_\_\_\_

Project Title: \_\_\_\_\_

1. Are you currently in contact with the library subject liaison who oversees any library collection included in the project?
2. What materials will be digitized or created and where are they held?
3. What is the size of the collection; please describe in whatever terms make sense for the materials in question. (Example #1: There are 45 linear feet of archival boxes. Example #2: There are 2,000 photographs in 20 albums, and 15 folio-size posters.)
4. What is the condition of the original materials? For example, are bindings or paper deteriorating or fragile?
5. How might the digital collection be used? By whom? (Example: The Chicago Homer makes the distinctive features of Early Greek epic accessible to a broad audience.)
6. How would you describe the overall importance of this project to the KU community or beyond?
7. Is this project related to similar projects in the library, on campus or elsewhere? (Example: The Wright American Fiction Project has digitized some but not all of these works.)
8. Please outline the intellectual property status of the material, as you understand it. (Example: These books were published in 1785 and are therefore now in the public domain.)
9. Do catalog or other descriptive records or metadata exist that describe the materials, either in whole or in part? (Example: there is a collection-level MARC record for these materials, but no item-level records)
10. What level of staffing and funding do you think this project will require (ballpark estimates)?
11. Is there a timeline for the project? Beginning or ending dates? (Example: Project may not commence before Fall 2004 and must be complete by Fall 2005)
12. Please provide additional information that might help inform the initial proposal review, including: collaborative partnerships, thoughts about project organization, letters of support, faculty sponsors, physical condition of the collection, upcoming special events, etc.