# Step 1. Project Overview

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| --- | --- | --- | --- |
| **Date Proposed:** |  | **CADS Approval**: |  |
| **MOU Date:** |  |  |  |

**All Digital Collections are selected for inclusion based on the criteria outlined in the Digital Collections Policy.**

## Project Proposal Workflow

1. Determine the goal(s) and scope of the project.
2. Determine the details/elements of the digital collection materials and metadata.
3. Complete **Step 1. Project Overview** page and **Step 2. Project Scope**, Parts 1-5 of this Proposal document with the Archivist for Collection Management (ACM).
4. ACM submits proposal to Head, Collections and Digital Scholarship (CADS) for approval.
5. Once the proposal has been approved, complete the planning process in **Step 3. Project Plan** of this document – the ACM or CADS members may assist in the planning as needed.
6. Once the revised proposal with work plan has been completed, it will be incorporated into a Memorandum of Understanding and signed by the project partner and the University Libraries' Associate Dean of Curation, Preservation, and Publishing (AD-CPP).
7. Once the MOU has been signed and approved, the work may commence according to the timeline.
8. The project plan may be reviewed and renegotiated as needed by any project partner. Revisions must be appended to the MOU, and approved and signed by the AD-CPP and project partner.

## Contact Information

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| --- | --- |
| **Project Contributor:** | University Libraries |
| **Contact Name & Dept.:** | Annie Benefiel, Archivist for Collection Management |
| **Phone:** | 1-8727 |
| **Email:** | [benefiea@gvsu.edu](mailto:benefiea@gvsu.edu) |

|  |  |
| --- | --- |
| **Project Contributor:** |  |
| **Contact Name & Dept.:** |  |
| **Phone:** |  |
| **Email:** |  |

## Project Description

|  |  |
| --- | --- |
| **Digital Collection Title:**  (titles should be *brief* and *descriptive*) |  |
| **Goal of Project:** |  |
| **Project Abstract:**  (detailed description of collection, context, intended audience, research value, etc.) |  |
| **Project Estimated Costs:** |  |
| **Deliverables:**  (Number and types of digital objects and est. total size of data) |  |
| **Anticipated Growth?** | **YES NO** |

# Step 2. Project Scope

## Part 1. Materials Selection

### Thematic Considerations

|  |  |
| --- | --- |
| Are the materials in the proposed collection… | Comments |
| … unique to your collection? If not, is there any possibility of duplication of effort? |  |
| … related to a collection at another institution? Are there collaboration opportunities that need to be explored? |  |
| … visually appealing? Well documented? Will they require interpretation to be useful or usable? |  |

### Stewardship Considerations

Please review the University Libraries' Digital Preservation Policy for additional information about the libraries digital preservation strategies and resources.

|  |  |
| --- | --- |
| How much, if any, of the material is owned by University Libraries? |  |
| Will ownership of any original physical media be transferred to the University Libraries as part of this project? If so, how much, and what formats? |  |
| Will the resulting digital materials be transferred to the University Libraries? |  |
| How much, if any, of the material is already in digital format? |  |
| Estimated rate of growth:  (Annually; number of digital objects and est. size of data) |  |
| Are there any access restrictions on the materials? (See **Part 4. Restrictions**) |  |

### Technical Considerations

|  |  |
| --- | --- |
| Is any of the material... | Comments |
| … larger than 11" x 17"? |  |
| … too tightly bound to be digitized on the book scanner? |  |
| … transparent material? |  |
| … too fragile for repeated handling? |  |
| … audio or video materials? |  |
| … 3-dimensional objects (as opposed to 2-dimensional graphical or textual objects)? |  |
| Other technical considerations: |  |

## Part 2. Inventory of Materials

**Note:** All Digital Collection contents must comply with the [University's Web Accessibility Policy](https://www.gvsu.edu/policies/policy.htm?policyId=1BEF5B2E-01A1-0A6C-E2FDBE2C401DA7B2) by meeting the [WCAG 2.0 Level AA Technologies Accessibility Standards](https://www.w3.org/WAI/WCAG20/quickref/?currentsidebar=%23col_customize&levels=a%2Caaa).

Image/Text digitization

|  |  |
| --- | --- |
| How many files will be associated to a single digital object? (i.e. a photograph with nothing written on the back; oral history recording with transcript) |  |
| Inventory details  (describe or link/reference inventory document) |  |
| How many digital objects will be represented by three or more associated files? (i.e. scrapbooks, handwritten documents with transcript) |  |
| How many items are appropriate for full-color scanning? (i.e. 24-bit color depth; 300 dpi) |  |
| How many digital objects will require transcription to make them accessible to screen readers? |  |

### Audiovisual Materials

|  |  |
| --- | --- |
| How many audio recordings does the collection contain? What format are they? How long is the average runtime? |  |
| Have the audio recordings been transcribed? What format is the transcription? |  |
| How many motion picture (video) recordings does the collection contain? What format are they? How long is the average runtime? |  |
| Have the video recordings been transcribed or captioned? What format is the transcription or captioning? |  |
| What is the plan for captioning of the audiovisual materials? Assistance is available in [Disability Support Resources](https://www.gvsu.edu/dsr/). |  |

## Part 3. Copyright / Intellectual Property and Permissions

|  |  |
| --- | --- |
| How many objects are in the public domain? (published in the U.S. before 1923) |  |
| How many objects are either unpublished or published in the U.S. after 1923, or may be protected for other reasons? |  |
| Of the items which are or may be protected by copyright, how many do you have written permission to publish? |  |
| Of the items remaining (those which are or may be protected by copyright but you do not have permission), for how many do you have contact information for the rights owner? |  |
| Are we creating a digital collection under a claim of Fair Use? (If so, please fill out a Fair Use checklist and append to this form. [Fair Use Checklist](https://www.gvsu.edu/cms4/asset/5C51F9AC-C8B1-A6F3-C4C71E7F2A2EC1E9/fair_use_checklist.pdf)) |  |
| If this collection includes an oral history component, do you have signed permission waivers from all participants? If the recordings have not yet been made, please consider using this Permission Waiver template as you collection the recordings. |  |

## Part 4. Restrictions

|  |  |
| --- | --- |
| Are there any restrictions on access placed by the donor/creator of the materials? |  |
| Are there any privacy or security concerns that could affect access to the collection? |  |
| Are there any portions of the collection that should be subject to restricted access for a specified period of time? |  |
| Does the material require any special hardware, software, or other technical considerations that would affect access? |  |
| Do you have informed consent waivers for participants in oral history projects or a deed of gift for contributors to history harvests? |  |

## Part 5. Metadata

Grand Valley State University Libraries describes objects in its Digital Collections using the Dublin Core standard. Metadata guidelines and templates will be made available to project partners.

|  |  |
| --- | --- |
| How many items in your collection will need individual metadata records? |  |
| How many of these items already have catalog records available in MARC format? |  |
| How many of these items already have descriptive information available in some other format? (FileMaker database, spreadsheet, etc.) |  |
| How many of these items will require a librarian's time to discover or verify basic bibliographic information? |  |

# Step 3. Project Plan

## Human Resource Needs

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Partner Unit | Name / position / role | Task | Rate | Time commitment |
|  |  |  |  |  |
|  |  |  |  |  |
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|  |  |  |  |  |

## Technical Needs

|  |  |
| --- | --- |
| Equipment and peripherals and cost |  |
| Location of equipment |  |
| Transformation specifications  (digitization; file format; bit-depth; etc.) |  |
| Software (e.g. photo editing, OCR, video editing) and cost |  |
| Vendor services and cost;  (media digitization, transcription, etc.) |  |

## Project Growth Projection

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| --- | --- |
| Estimated number of files to add to the collection annually: |  |
| Estimated size of data to add to the collection annually: |  |
| How frequently will materials be added to the collection? (e.g. monthly, each semester, etc.) |  |

## Project Timeline

|  |  |  |  |
| --- | --- | --- | --- |
| Timeline | Task Lead (name/position) | Task | Dependencies |
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## Total Project Costs

|  |  |  |
| --- | --- | --- |
| Contributing Unit | Description | Cost |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  | Total project cost: |