

Digital Library Program
Project Proposal Form

Date Submitted: _____

Please e-mail this form with all supporting documents to DLP_PROJECTS-L@INDIANA.EDU

Your Name: _____

Your Phone: _____ **Your email:** _____

Department/Campus: _____

Project Name: _____

1. Please describe your project.

2. Describe the significance of this project to the IU community and beyond. Will this complement or enhance other digital resources?

3. Describe current and potential users. Is there faculty, library, or departmental interest and support for digitizing these materials for either research or teaching purposes?

4. Describe types of materials to be digitized and number of each (i.e.: 6 books with a total of 700 pages, 600 black and white photographs). Include format, condition, and any special handling requirements.

5. Do you have any existing descriptive information that could be used for searching these materials? In what form does this descriptive information exist (on paper, in a Word document, in an Excel file, etc.)

6. How do you envision people accessing your materials? Are there similar resources that you could give as examples?
7. Describe the contribution you and your staff can make to this project. Please name the project manager for your project.
8. Are you expecting to receive external funding for this project? Do you have funding sources in mind? What is the date for submission for these opportunities?
9. Other general comments, issues or concerns.

10. Copyright Status

Please refer to the Copyright Management Center at <http://www.copyright.iupui.edu/quickguide.htm> for information to help you determine the copyright status of your materials. Below, please explain your understanding of the copyright status of the material.

_____ Public domain

_____ Owned and controlled by Indiana University

_____ Owned by someone else, but permission secured

_____ Situation unknown or unclear

Copyright explanation: