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| **Date Submitted** | |  | | | | | |
| **Prepared By/Name** | |  | | | | | |
| **Library** | |  | | | | | |
| **Project Title** | |  | | | | | |
| **Purpose**  Please describe the purpose of this project, any relevant background information, and its significance to the University community and beyond.    **Project Value:**  Which of the following categories apply to this project? Please select as many as apply and provide a description.  **Programmatic Value:** the project supports current or emerging research and instruction in one or more specific subject areas or supports the academic work of one or more defined user groups or information communities    **Instructional Support:** the project is intended for eReserves or campus-use only    **Accessibility/Added Value:** the project enhances the value and/or the preservation of the existing collection(s) by making it more accessible, better integrated, and/or more likely to be used    **Preservation:** material is at risk of deterioration and loss of content    **Open Access for research and teaching:** the copyright status of the collection makes this project available for open access    **Historical/Cultural Value:** the project contributes to the existing collections, history and culture of the University, the region, national or international communities    **Intrinsic Value:** the materials are rare or there is some other self-evident value that the project would contribute to the University and the Libraries    **Collaborative Value:** the project promotes internal collaboration between or among units of the Libraries, between the Libraries and other University units, and/or external collaboration with other institutions    **Developmental Value:** the project promotes a specific developmental or stewardship initiative    **Public Service Value:** the project serves users in the Libraries, the University, and beyond the immediate University community    **Viability:** the project has a demonstrated commitment and support from the project proposing unit, and avoids duplication of effort    Is this project related to similar projects in the library, on campus, or elsewhere? Will this complement or enhance other digital resources?    **Project Objectives:** | | | | | | | |
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| **Audience**  Describe current and potential users. Are there faculty, library, or departmental interest and support for digitizing these materials for either research or teaching purposes? | | | | | | | |
| **Date needed by** |  | | | | | | |
| **Priority**  Is there a specific timeline for the project (i.e. beginning or ending dates)? *Example: Project may not commence before Fall 2009 and must be completed by Fall 2010.* | | | | | | | |
| **Collection Description**  Describe the collection(s) and how the materials in the collection are organized (e.g. chronologically, by format).    Does the project include the entire collection, a subset of a collection, or multiple collections?    Are the materials currently located on-site or off-site? | | | | | | | |
| **Format/Extent of the material(s)**  List the type of material and the number of each. Include the format and any relevant descriptive information (e.g. *6 books with a total of 700 pages, 600 black and white photographs, etc.*). | | | | | | | |
| **Number of objects** | | | **Object type** | | | **Notes** | |
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| **Condition of material(s)**  Describe the condition of the original materials. *Example: Bindings are fragile and paper is deteriorating.*    Does the collection need preparation to be digitized? Are there preservation issues with the physical collection that the Preservation Librarian should be notified about? | | | | | | | |
| **Descriptive Metadata**  Is there any existing descriptive information for these materials, either in whole or in part? In what form does this descriptive information exist? Select all that apply. | | | | | | | |
| Catalog record | | | | | Word document | | |
| Finding aid | | | | | Excel spreadsheet | | |
| Local database | | | | | On paper | | |
| Other: | | | | | | | |
| Please describe the existing metadata below and include the standard that has been used, e.g. MARC, EAD, or no metadata exists. Specify if the metadata is at the collection level and/or at the item level. *Example: There is a collection-level MARC record for these materials, but no item-level records.*    Do new access aids need to be created (e.g. catalog records, finding aids, etc.) or will this project require original cataloging of the materials? Is there someone in house who can create these records or will you need assistance with creating the records? | | | | | | | |
| **Rights Metadata**  Consider copyright issues and restrictions. Outline the intellectual property status of the material, as you understand it.  Public domain  Owned and controlled by UC Regents  Owned by someone else, but permission secured and formal license agreement signed  Situation unknown or unclear  Indicate if a mixture of rights exists, and other relevant information as needed.    Describe if this will be a public collection or a restricted collection. Indicate if a mixture of use rights exists.    NOTE: The **Checklist for Determining Access Options** should also be completed and submitted to the Digital Library Program with this form. | | | | | | | |
| **Discoverability**  How do you envision people discovering your materials? Please select all that apply.  *Example: MARC records discovered through Roger with links to JPEGs posted on MSCL web pages and PDFs accessed through the eScholarship repository.* | | | | | | | |
| Roger | | | | | DAMS public interface | | |
| OAC / Calisphere | | | | | DAMS curator interface (staff only) | | |
| OAI Harvesting | | | | | Branded DAMS interface | | |
| WorldCat | | | | | Flickr | | |
| Artstor | | | | | Other: | | |
| Are there similar resources that you could give as examples? | | | | | | | |
| **Staffing requirements**  Identify the skills and staff required for this project. Provide any names with the applicable roles. | | | | | | | |
| **Role** | | | | **Name** | | | **Estimated % time required to complete task** |
| Project Manager **(required)** | | | |  | | |  |
| Selection of materials | | | |  | | |  |
| Description of materials | | | |  | | |  |
| Subject specialist | | | |  | | |  |
| Format specialist | | | |  | | |  |
| Digitization (when in-house) | | | |  | | |  |
| Vendor Recommendation (if applicable): | | | |  | | |  |
| Q/C of digital content | | | |  | | |  |
| Other: | | | |  | | |  |
| **Funding**  Do you have funding source(s) in mind for this project? Do you have internal funding? Are you expecting to receive external funding? If so, what is the date for submission for any external funding opportunities?    If you have a specific funding source in mind, please obtain the appropriate approval. | | | | | | | |
|  | | | | **Approved By/Name:** | | | **Date:** |
| Department | | | |  | | |  |
| Preservation | | | |  | | |  |
| Other: | | | |  | | |  |
| **Approval**  Proposals must be approved by the appropriate Department Head and Collection Coordinator. Approval should also be acquired if other departments are involved in the project. Please be sure to obtain departmental approval before submitting this project proposal. | | | | | | | |
| **Approved By/Name:** | | | | | | | **Date:** |
| Collection Coordinator: | | | | | | |  |
| Department Head: | | | | | | |  |
| Other (as applicable): | | | | | | |  |

**Additional Information:**

**Questions?** If you have questions regarding this form or any aspect of the proposal process, please contact the UCSD Digital Library Program at [dlp@ucsd.edu](file:///C:\Documents%20and%20Settings\cgarciaspitz\Application%20Data\Microsoft\Word\dlp@ucsd.edu). Thank you.

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| **DLP - Internal Use Only** | | | |
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| **Approved By:** | | **Date:** | |
| Digital Collections Group | |  | |
| Digital Library Steering Committee | |  | |
| **LOE as determined by DLP** | | | |
| **Role** | **Name** | | **Estimated % time required to complete task** |
| DLP Project Manager |  | |  |
| DLP Analyst |  | |  |
| MSD |  | |  |
| AMM |  | |  |
| Preservation |  | |  |
| ITD Development |  | |  |
| ITD Operations |  | |  |
| Web Developer |  | |  |
| Legal Consultant |  | |  |
| USTA |  | |  |
| Other: |  | |  |

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| **Digital Content Project Space Requirements** | | | |
| File Format(s): | |  | |
| Approximate number of files: | |  | |
| Average size of files: | |  | |
| Estimated workspace requirements: | |  | |
| **Vendor Recommendation** | | | |
| Proposed External Vendor | Cost per Item | | Estimated Total Cost |
|  |  | |  |
| Proposed Internal Vendor | Estimated start date | | Estimated end date |
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Last updated: 4/25/2011