Digital Project Proposal (U-M Library)

When you are finished filling out this form, email it, along with a short summary of your project, to digitization-project@umich.edu. The form and summary will be forwarded to the Associate University Librarian (AUL) for Collections and others at U-M Library for review.

Don’t forget that you will need to read the Digitization Project FAQ and Gathering Legal Information for Digital Projects to answer the questions in this proposal.

1. **What do you have that you want to digitize?**
   - Number of items; range of physical dimensions; type(s) of material; etc.

2. **What do you want to do with these items?**
   - Create new or add to existing digital collections locally, in HathiTrust or in Deep Blue; etc.

3. **What value does the collection offer to the Library?**
   - Administrative value; value as an artifact; value as a preserved and curated form; value through its association to other Library/U-M content; etc.

4. **What is the condition of the originals?**
   - Fragility of materials; ability to withstand rigors of conservation/preservation/digitization; etc.

5. **What metadata do you have for these items?**
   - Bibliographic and preservation metadata; item identifier schemes; existing set of metadata or forthcoming only; enhancements to existing metadata; etc.

6. **What are the rights/permissions of the items?**
   - See the Gathering Legal Information for Digital Projects
7. **What funding options are available to help support any aspect of the project?**

   - Departmental funds, grant funds, stakeholder funding; funding for digitization as well as for conservation and maintenance; etc.

8. **What other support is available?**

   - Staff to assist on the project; etc.

9. **Is there a schedule or sequence of events to be mindful of?**

   - Progress reports; project deadlines; publications; stakeholder requirements; etc.