

Digital Project Form

This project proposal form was created by Kansas State University Libraries' Digital Projects Team. The purpose of the form is to collect all necessary details of the project in order to gauge the cost (personnel, resources, and time), smoothly take the project through each step in a timely manner, avoid time-consuming set-backs, and properly document all aspects of the project for preservation and prosperity.

Please contact us with any questions.

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Project Overview

1. Give a brief description of the project. Proposers are strongly encouraged to identify how the project aligns with the Libraries' [mission](#) and [collection development](#) policies, or with the [University mission](#). If possible, identify applicable themes from the [K-State 2025](#) plan.
2. Who owns the original materials included in this project?
3. Identify supporters, stakeholders, and/or sponsors of this digital project. Is the interest and/or support coming from faculty, library, university department, outside entity, or a combination of those? Please identify when a supporter, stakeholder, etc. is contributing content, supplies, labor, or funding to the project.
4. Is there any information in this project that cannot be made freely available? Please describe why and provide documentation (i.e. a Deed of Gift).
5. Does this collection need any value-added enhancements? Provide a numbered list of enhancements for this project. Identify each as either a necessary or optional enhancement, assigning a level to each (see list below).

Level 1 enhancements	metadata, stable online location
Level 2 enhancements	customized user interface
Level 3 enhancements	incorporation of specialized interactive tools

6. Please provide a desired date of completion. There is no guarantee that the date of completion can be met but it will be taken into consideration during the review process. If the estimated completion date cannot be met, we will provide an alternate timeline for completion based on our resources.

Usage

1. Who currently uses the materials included in this project and how do they use these materials?
2. How will digitization or description of these materials increase usage and users?

Significance of Materials

1. Identify the significance of the materials involved in this project. You may check multiple boxes.
 - Materials have clear connections to research and teaching at K-State
 - Materials represent unique holdings or subjects of existing strength at K-State

- Materials support an area of long-term or emerging interest at K-State
 - Materials are of disciplinary significance
 - Materials have strong connections to the history of the institution
 - Materials have local and regional importance
2. Write a short narrative describing the significance of the materials involved in this project. If the project is significant in more than one way, address all areas of significance.
 3. Do digital collections currently maintained by Library partners or other institutions contain similar information, insight, or perspectives? If yes, why is it worthwhile to create a collection that duplicates this information, insight, or perspective?

Copyright

1. Please describe the copyright status of the materials you wish to include in this project. It is all right if different materials have different copyright statuses. For projects where materials will be created on an ongoing basis, it is recommended that the Project Lead have content creators sign an MOU giving permission to make accessible their materials under the appropriate [Creative Commons License](#).
 - Public domain: Published before 1923 OR published from 1923-1977 either without a copyright notice or copyright registration was NOT renewed. See <http://copyright.cornell.edu/resources/publicdomain.cfm>
 - Copyright is held by Kansas State University Libraries (KSUL).
 - Copyright is held by an entity other than KSUL. Project proposer must provide signed documentation that outlines what criteria needs to be followed when digitizing and making the materials publicly available.
 - Fair use. Note: Fair use can be applied if the project proposer has materials where copyright status is either unknown or known. They must record due diligence of their copyright investigation and complete a [fair use checklist](#) for each object that does not meet the first three criteria above. This documentation will be submitted by the project proposer to K-State General Counsel for review and approval. K-State Libraries will only undertake digitization of fair use materials that have been approved K-State General Counsel. For more information on what constitutes fair use, visit <http://www.k-state.edu/copyright/use/fairuse.html>.

Content

1. Summarize the **PHYSICAL OBJECTS** to be included in this digital project using the Physical Objects worksheet below. Please provide detailed information, as the information in this worksheet allows the Digital Projects Team to assess the time and equipment needed to digitize physical objects in the collection.
2. Summarize the types of **DIGITAL OBJECTS** to be included in this digital project and the number of each (i.e., 500 images, 1 database with five tables). This description allows the Digital Projects Team to assess the stability of your objects and how much storage space they will need.

3. If this project is approved when will the proposer have the materials ready for digitization?
4. Do the born digital and digitized files associated with this project need to be preserved for the long term or a specific length of time (i.e. 5 years)?
5. Do you expect the files associated with this project to be migrated to new formats as their current formats become obsolete?
6. How are the objects in this project related to one another? For example, were they all created by the same person, or do they all have the same theme (e.g. postcards from state capitols)?
7. Will materials be added to this collection on an ongoing basis?

Metadata

1. Is there any existing descriptive information (metadata) that can be used for searching these materials?
2. In what form and format does this descriptive information exist (on paper, Word, Excel, XML, Dublin Core, etc.)?
3. If no metadata currently exists, which staff will create this?
4. Are there specific standards this metadata needs to adhere to?
5. Will the library need to ensure the collection is interoperable with various external systems/sources? For instance, do these materials need to conform to standards of description in your research field, or will their descriptive information need to be compatible with descriptive information in a database outside the K-State Libraries?

Access and Assessment

1. How do you envision people accessing your materials? Please provide the name and URL of projects that are similar to the access experience you envision for your project.
2. How do you intend to promote this project?
3. How would you define success for this project?

Funding and Resources

1. Does this project require funding? If yes, please estimate how much funding is needed and for what along with any information about possible funding sources that could be used.
2. Is funding already available? (Please describe in-kind funds in question 3 below) If funding is already available, please specify what type of funding will be used and how much will be contributed. For grant funding, please specify the title of the grant, the amount awarded, and any timeline conditions stipulated in the grant(s).

3. Describe what resources the proposer can commit to this project. For example, list staff members, student workers, staff hours, equipment, working space, etc. that can be contributed to the project.
4. What additional resources may be needed to complete the project? (e.g., additional staff, equipment, software, servers, etc.)
5. Attach a budget document that lists line items and their estimated cost