Fairleigh Dickinson University Libraries Digital Projects Committee

Instructions for Digital Project Proposal Form

1. **Project title**: This should reflect the department or sponsoring organization, and indicate the content. Examples: FDU Archive photographs, Meadowlands Commission Maps, Education Department Theses, etc.

2. **Requested by**: Include the contact information for the person responsible for the project. This person will be the contact for the Digital Projects Librarian for project status and questions.

3. **Date requested**: The date you are submitting the form.

4. **Requested project completion date**: Include the date that you would like to see the project completed and available in the digital archive. The date is negotiable with the Digital Projects Librarian, relative to the scope and complexity of the project. Please indicate if this is a rush project. A project is only considered a “rush” if it is needed for an accreditation deadline or some other immediate high-level administrative purpose.

5. **Description of project**: Please describe your project in a paragraph or two. Tell us what is needed based on the following:

   **Needs to be digitized, or is already digitized.** If it is already digitized, please indicate whether or not the item meets the specifications listed in the preceding policy with regard to resolution and color settings.

   **Text**: If the item includes text documents, and what type—bound books or collections of papers (if not already digitized). Indicate if the books are fragile, and their size (measure from top to bottom in centimeters). If they are all the same size, you can indicate that.

   **Indicate who has the copyright on the materials**: if it is an institution or publisher other than FDU, you will have to provide written permission from the author for the item to be scanned. If any materials are handwritten, text transcription should be included as a need.

   **Photos or Maps**: Indicate the size of these, and whether they are black and white or color. Sizes are preferred in centimeters, though for photos you can use standard designations in inches (6 x 8, etc.).

   **Audio or video**: Indicate if audio needs to be converted from a physical medium such as a cassette tape, microcassette tape, or CD. If you know the length in hours, minutes, and/or seconds, please indicate that. Videos are preferred in streaming MPEG format, but
indicate if you have VHS tapes or DVDs to be converted. **The copyright restrictions listed under “text” apply here as well.**

**Other considerations:** Let us know if there are special handling requirements. Does the item have fold-out pages? Are any items loose and need to be arranged? If it is a document, can bindings be cut for easier scanning, or does the item have to stay intact?

6. **Scope of project:** Provide the information indicated:

- **Number of volumes or documents:** Give the number of materials being sent for digitization. For books, indicate a total number of volumes. For all other types of material, give a count of items.

- **Format:** Indicate the format of the material (document, image, artifact, audio/video tape or CD, etc.). If the item is already digitized or is in an electronic format, indicate what file types are included (e.g., PDF, JPEG, MPEG, AVI, .doc, .rtf, etc.)

- **Approximate number of pages:** For books and documents, give a total count of all pages for all materials. Only the total number is needed.

- **Illustrations:** Fill in if the material has illustrations, and if they are color, black and white, or a mixture of both. Write N/A if there are no illustrations.

- **Image quality:** Are the items faded? Is there blurred printing or handwriting? Is all print legible? Are photos grainy or highly pixelated? Be aware that some low-quality or damaged images can be fixed, but there’s no guarantee they can be completely fixed.

- **Are the items fragile?** Write “yes” if the items include old or damaged materials, or if they will require special handling of some kind. If not, write “no”.

- **Are the materials handwritten?** Write “yes” if they are. Handwritten materials require the creation of additional text files. The documents themselves are digitized as JPEGs rather than PDFs.

- **Metadata provided?** Indicate “yes” if you can provide the following information. It does not need to be provided with the proposal form:

    For ALL formats we need to know: who is responsible for the content (authors, photographers, organizations etc.), the date (or approximate date) it was produced, the publisher (if relevant), and copyright holder information. For all other formats besides text, we also need some key terms about the content—who is in the photos, where the photo was taken, who is speaking in an audio recording, etc. We need the “who, what when, where and why” of each item, so be prepared to include as much information as
possible. If the proposal is accepted, a spreadsheet with this info will need to be provided for each item being digitized, or it can be provided via some other arrangement with the Digital Projects Librarian.

7. **Funding source:** It should be assumed that all projects will require funding. Small in-house projects might be done without funds, but most projects have to be outsourced to a vendor. Please indicate how much funding you have available, and whether it is coming from your budget, or if you have a grant that will cover costs. Please call or e-mail the Digital Projects Librarian for assistance in determining how much funding you will need (contact info provided below).

8. **Additional notes about the project:** This is an optional field, but feel free to include any questions, any additional contacts for the project, and/or any other information that you feel is relevant to the consideration of your project.

Submit this completed form via e-mail or Interoffice Mail to:

Brigid Burke  
Technical Services and Digital Projects Librarian  
bburke@fdu.edu  
Mail code: M-LA0-03 (Library, Florham campus)  
Phone extension: 8514

THE DIGITAL PROJECTS COMMITTEE HAS THE RIGHT TO REJECT PROJECTS THAT VIOLATE COPYRIGHT, OR THAT DO NOT MEET THE CRITERIA OUTLINED IN THE POLICY ABOVE.

Digital Project Committee Members

Brigid Burke: Technical Services and Digital Projects Librarian  
Maria Kocylowsky: Director of Business Reference Library and NJ Heritage Center  
Richard Goerner: University Archivist  
Eleanor Friedl: Reference Librarian and Florham Library Archivist  
Paul Dunphy: Reference Librarian, Giovatto Library