**Digital Project Proposal**

1. What do you have that you want to digitize?

* Formats included; number of items; range of physical dimensions; homogenous or a lot of different things

1. What do you want to do with these items?

* Physical reproduction; create an online exhibit; create new or add to existing digital collections in DLXS, HT or Deep Blue; preserve digital audio and moving image collections?

1. What value does the collection offer to the Libraries?

* How would the digital collection support the Libraries mission? Education and research? Preserving artifacts, evidence, or history? Other value?

1. What is the condition of the originals?

* Will they withstand the rigors of digitization or will some conservation be needed?

1. What metadata do you have for these items?

* Bibliographic, technical, preservation, administrative, or other metadata?

1. What are the rights/permissions of the items?

* Do the rights vary from item to item? What supporting documentation or donor agreements are available?

1. What funding options are available to help support any aspect of the project?

* Material preparation; metadata/cataloging; digitization; conservation; web/interface design; long-term upkeep of the digitized files?

1. What other support is available?

* Staff to help create or update metadata/Mirlyn records/finding aids; investigate rights/permissions and work with the Copyright Office; prepare items for digitization; review digitized items; create online exhibit in Omeka; handle PR and other announcements to promote the project?

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

* Progress reports; project goal deadlines; publications; presentations; arrangements with donors; or limitations to the amount of time that the items can be out of circulation?