**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](mailto: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](http://www.lib.umich.edu/sites/default/files/services/dlps/DigitizationProjectFAQ.pdf) and [Gathering Legal Information for Digital Projects](http://www.lib.umich.edu/sites/default/files/services/dlps/GatheringLegalInformation.pdf) 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.

1. 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.

1. 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.

1. What is the condition of the originals?

* Fragility of materials; ability to withstand rigors of conservation/preservation/digitization; etc.

1. 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.

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

* See the Gathering Legal Information for Digital Projects

1. 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.

1. What other support is available?

* Staff to assist on the project; etc.

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

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