**Digital Project Proposal (DPP) for the U-M Library**

When you are finished filling out this form, email it, along with a short summary of your project, to [digital-project@umich.edu](mailto:digital-project@umich.edu). Don’t forget that the [Digital Project FAQ](http://www.lib.umich.edu/sites/default/files/services/dlps/DigitalProjectFAQv2.pdf) andthe [flowcharts](http://www.lib.umich.edu/digital-library-platform-services-dlps/digital-project-proposal-flowcharts) will be helpful as you answer these questions.

You do not have to answer every question! However, the more detailed you are, the easier it is to move forward with the project.

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

*Suggestions of things to indicate*:

* Will you be digitizing or have you already digitized the materials?
* How many unique physical/analog items do you have?
  + If you have digitized/will be digitizing, how many total digital objects?
* What range of physical dimensions do they have?
* What type of material do you have (photos, books, objects, etc.)?
  + If this is an audio or moving image (AMI) project, you must meet with the Library Audio/Moving Image Team to work out the schedule for digitization of your materials. We will put you in touch with them.
* Do you plan to add additional material to collection at a later date?
* Other:

2. What is the condition of the originals, if we are digitizing them?

*Suggestions of things to indicate*:

* If you have digitized/will be digitizing, you may skip this question unless you think it is relevant to the digital objects themselves.
* Are the materials fragile? In which way are they fragile?
  + Please indicate if the materials need to be stabilized by [Library Preservation and Conservation](http://www.lib.umich.edu/preservation-and-conservation) before they are digitized.
* Are the materials encased in anything that must be removed before digitizing/photographing?
* Will the materials need to be disbound, have staples removed?
* Other:

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

*Suggestions of things to indicate*:

* If known, the repository/collection you would like to see this added to (for a description of repositories, see the table on page 3 of the Digital Project FAQ <link>).
* Are there any special requirements regarding branding or specific interface changes?
* Are you interested in providing access to these materials or only preserving them?
  + If you are interested in providing access, who should be able to access the materials? See Step 9 below, for further information, such as the level of access allowed if fair use is the copyright rationale for the project.
  + If a particular form of access requires new features in our interfaces, that will entail discussions with [Digital Library Applications](http://www.lib.umich.edu/digital-library-platform-services-dlps/digital-library-applications-department).
* Other:

4. What value does the collection offer to the Library?

*Suggestions of things to indicate*:

* Does this project have administrative value?
* Does it have value as an artifact?
* Is it valuable in its curated form?
* Is it valuable to the University and its educational mission?
* Is it valuable through its association to other Library/U-M content?
* Other:

5. What metadata do you have for these items?

*Suggestions of things to indicate*:

* Do you have bibliographic and/or preservation metadata?
* If this is an in-house Library project, will you need Library Technical Services to create metadata for your project?
  + If this is an audio or moving image (AMI) project, you must meet with Library Technical Services to work out the minimal cataloging for the project in advance. We will put you in touch with them.
* Do you have identifiers for your items, and do they follow a consistent scheme?
* Are your identifiers unique for every item in your project?
* What is the source of your metadata (database, spreadsheets)?
* What is the format of your metadata (MARC, TEI, hand-crafted)?
* Do you have or require a finding aid to the material?
* Do you anticipate making enhancements to metadata over time?
  + We can accept changes to metadata at any time, once we’ve worked out the submission workflow. Before launch, we need to agree on the minimum level of description you require to go live with the collection.
* Other:

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

*Suggestions of things to indicate*:

* Will the funding come from Library Collections solely?
* Is there additional funding, and of what sort (department, grant, stakeholder, donor)?
* Is the funding only for digitization or can it be used for conservation, feature development or hosting concerns? Please be specific regarding what funding would pay for.
* Other:

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

*Suggestions of things to indicate*:

* Will you require progress reports at regular intervals (such as, for a grant report)?
* Are there any deadlines we need to be aware of?
  + If there are changes to deadlines, we must be made aware of those immediately.
* Are there any publication deadlines?
* Other:

*For questions 8-11, see the* [*Legal Glossary*](http://www.lib.umich.edu/sites/default/files/services/dlps/dpp-glossary.pdf) *for more information on legal terminology.*

8. Do you have legal and/or copyright documentation concerning the physical materials?

This could include purchase or gift agreements, other contracts or licenses, or correspondence with a copyright holder. Please attach copies of all listed documentation when you submit this form. If you are unable to obtain a particular document, please indicate that here.

Document name Attached? (Y/N)

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9. What is (are) the copyright rationales for this digital project?

Common copyright rationales for library digitization projects are listed below. Please select all that you think will apply to your project. The Library Copyright Office will work with you to create a final copyright strategy for your project, but this provides a helpful starting point.

\_\_ The project involves public domain materials.

\_\_ The project is permitted by fair use.

\_\_ The Library holds copyright in the materials.

\_\_ The Library has already received permission from a rightsholder that covers part or all of the project.

\_\_ The Library will seek permission from a rightsholder to do this project.

\_\_ Other/uncertain (please provide details below)

10. What is the copyright status and ownership of the physical material?

If the answers to the questions below vary for different materials in the collection, please note any variation. For example, if the collection features photographs taken in France in 1965 and the United States in 1995, we would like to capture that information.

* When were the materials created?
* In what city and country were the materials created?
* Were the materials published or disseminated to the public? If so, how, when, and where?
* Please list the author(s) of the materials you seek to digitize. For works “made for hire,” list the creator’s employer as the author. If your project would involve materials with many authors, list several major or representative authors here and indicate that there are others. Where applicable, please list the author’s death date.
* To your knowledge, does someone other than the author(s) now own the copyright(s) in the material(s) (e.g., publisher, heir, etc.)?

11. What other legal concerns may apply to your physical material?

* Who owns the physical materials you seek to digitize?
* Are there any contractual restrictions on the materials you seek to digitize (e.g., in a gift or purchase agreement, or in a license)?
* Do the materials contain anything that may be covered by privacy laws or ethical concerns? Please check all that apply.

\_\_ Information about minors

\_\_ Depictions of minors

\_\_ Medical information for individuals

\_\_ Medical information for groups

\_\_ Depictions of nudity

\_\_ Social Security numbers

\_\_ Criminal records

\_\_ Research data obtained under an IRB protocol

\_\_ Culturally sensitive information (e.g., secret or sacred materials)

\_\_ Politically sensitive information (e.g., photographs of protesters)

\_\_ Other (please provide details below)

* Are there any contracts by which individuals depicted in the materials released their privacy rights or otherwise gave permission for this digitization (e.g., a release signed by the subject of an oral history project)?
* Do any of the items need to be treated differently in terms of the rights/permissions? Please detail which portions of the materials have special requirements.
* Do you anticipate any other issues with this project?