

Digital Project Proposal Form

.....DPP# _____

Western Illinois University Libraries

Required Information — Please complete all of the following...

Project Sponsor:

Submission Date:

Project Name:

Project Team:

Primary Contact Info: ...

.....Name:Dept/Org:

.....Phone:books, newspapers, letters, diaries, audio, video, etc.?):

Content type(s) (color pages, b/w, fold outs, oral interviews, brochures, plates, etc.?):

Media format(s) (micro film, slides, film rolls, cassette, CD, etc.?):

Project Size/Scope (# of total items/volumes/pages; total audio/video length (minutes), etc.?):

Special Dimensions (e.g., in page size inches: 18"x24", etc.?):

Condition (brittle pages, special care, conservation needs, preservation needs, etc.?):

Medium (250—1,000 scans) **Large** (1,000+ scans)

Metadata

- Is there an existing title/author/date/description for each item? If not, is there a general finding aid with this information?

Additional Info It is very helpful for decision making to have the following information (attached pages)