



**PROJECT DETAILS**

|   |                         |
|---|-------------------------|
| <b>Title of Proposed Project</b>  |                         |
| <b>Description of Proposed Project</b><br><i>Why is this digitization project being proposed? How would this project support the mission of ZSR Library and Wake Forest University? How will the project's success be defined?</i>                    |                         |
| <br><br><br><br>  |                         |
| <b>Who Is Proposing This Project?</b><br><i>Identify individuals, departments, donors, alumni, or campus partners who are proposing this digitization project. Indicate whether this project might create or enhance a collaborative partnership.</i> |                         |
| <br><br><br><br>  |                         |
| <b>Materials Nominated for Digitization</b><br><i>Please describe materials nominated for digitization to the fullest extent possible, including collection name &amp; number, amount of materials to be digitized, and format(s).</i>                |                         |
| <br><br><br><br>  |                         |
| <b>Funding</b><br><i>Identify any sources of funding for this project, either secured or prospective.</i>   |                         |
| <br><br><br><br>  |                         |
| <b>Desired Start Date</b>   | <b>Desired End Date</b> |

## SELECTION CRITERIA FOR DIGITIZATION

### **Historical & Research Value**

*What specific, articulated purpose related to teaching, research or institutional mission will digitizing these materials fulfill? How rare or unique are these materials?*

### **Audience & Use Value**

*To what specific communities (scholarly or otherwise) would this digital project appeal? How might digitization help previously known audiences access these materials or reach new audiences? How might digitized materials be used in teaching and learning? With what university or community events might this project tie in?*

### **Rights**

*Are these materials in the public domain? (See [public domain chart](#).) If these materials are copyrighted, could permission to digitize be secured?*

### **Physical Condition**

*Describe the physical condition (i.e., sturdy, fragile, crumbling) of the materials nominated for digitization. Could these materials withstand stresses of the digitization process?*

## SUBMISSION DETAILS

|              |              |
|--------------|--------------|
| <b>Name</b>  | <b>Date</b>  |
| <b>Email</b> | <b>Phone</b> |

Proposals are accepted at any time. Submitted proposals are reviewed on February 1, May 1, and September 1 of each year.

## REVIEW BY DIGITIZATION ADVISORY GROUP

### Extent & Level of Description

*Characterize the extent of materials proposed for digitization, e.g., linear feet or number of pages. How are these materials currently described, i.e., do they have a finding aid, bibliographic record, and/or transcription?*

### Rights

*What risk can we accept if we digitize materials for which we don't have and can't obtain permission? What opportunity for impact would we miss if this project weren't approved due to complex or uncertain rights status?*

### Physical Condition

*Will digitization damage the item? If so, what level of damage is acceptable? Should these materials be digitized for the purposes of preservation?*

### Technical Feasibility

*Does ZSR have sufficient equipment and expertise required for project development and ongoing maintenance? How will the project build upon or expand existing technical infrastructure and capabilities?*

### Required Resources

*Estimate the costs of the digitization project being nominated. Include costs of digitization (see the [Digitization Cost Calculator](#)), creating metadata, staffing, and any funding commitments beyond the scope of the project.*

## PROPOSAL OUTCOME

| Name   | Date                       |
|--|----------------------------|
| Approved by the Digitization Advisory Group?                 | Approved      Not Approved |
| Short rationale of why project was approved or not approved: |                            |

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