

## Z. Smith Reynolds Library Digitization Project Proposal

### 1. Sponsoring Department/Team:

### 2. Materials Nominated for Digitization

*(Please indicate collection/item name, number, series, number, box number, folder number, creator(s), and other relevant information to the fullest extent possible.)*

### 3. Timeline

*(Please give a rough timeline for the project, including goals and preferred start/end dates.)*

### 4. Reasons for Nomination

*(Describe why the materials are important, according to the digital project selection criteria. Why should these items be made available digitally?)*

- **Value.** Please indicate any informational, administrative, or artifactual value. Is this a collaborative project?
- **Use.** Please indicate usage information about the item(s). Do the items include MARC or EAD records?
- **Risk.** Are there preservation concerns with the item(s)?
- **Rights.** Please describe whether ZSR has permission to publish the item(s), detailing current copyright status or intellectual property rights.

### 5. Resource Requirements

*(Please indicate technical information for the digitization project.)*

- **Extent.** Detail the number of physical items to be scanned (including number of pages).
- **Format(s).** Please indicate the digital output(s) desired.
- **Metadata.** Please indicate schema(s) preferred for describing the digital item(s).

*(Adapted from Sitts, Maxine K., ed. Handbook for Digital Projects: A Management Tool for Preservation and Access. 2000 (first edition). Northeast Document Conservation Center. <http://www.nedcc.org/resources/digitalhandbook/dman.pdf>)*