

cIRcle Content Proposal Form

cIRcle welcomes content and project proposals from the UBC community. Large batches of content (i.e. **more than 10**) typically require a consult with the cIRcle Office regarding permissions, content, and metadata requirements before content can be uploaded to the repository. In order for content to be properly assessed, the following form must be filled out by the project sponsor or supervisor.

Please note that all items in cIRcle must:

- Adhere to the [cIRcle Acquisition Policy](#) and the [cIRcle Content Guidelines](#)
- Have a [cIRcle Non-Exclusive Distribution License \(Version 2.2\)](#) license from the copyright holder
- Be openly sharable with a [Creative Commons license](#)
- Adhere to our [File Format Guidelines](#)

Please email this form to circle.repository@ubc.ca when complete. If you have any questions on completing the form, please contact us at circle.repository@ubc.ca.

Have you already been in contact with the cIRcle office about this submission?

Yes: No:

Your name:

Your status and academic affiliation at UBC:

Your email address:

CC to:

Is this content related to a conference or special event? If yes, please give the name and date.

Is this content related to a grant-funded project? If yes, please give the name of the grant and indicate the current stage of the application process.

Description of Content/Materials

1. Please provide a detailed description of the content you wish to deposit, including an estimate of the number of items and file formats.

2. What is the anticipated schedule for deposit (e.g. will the content arrive as a one-time deposit, annual deposit, throughout the year, etc.)?

3. Has this content been previously published (in a journal, book, etc.)? If yes, have you confirmed with the publisher(s) which version can be made accessible and if there are any embargo periods?

4. What is the scholarly level of this work (e.g. faculty, graduate, undergraduate, non-academic, etc.)?

5. Does this content have any existing metadata or descriptive information?

6. Please list any risks or challenges that should be considered. (e.g. cultural sensitivities, permission issues, lack of descriptive metadata, unusual file formats, etc.)

7. Is there any other information about the project you would like to add?

8. Does this project need to be completed by a certain date? If yes, provide the date?

9. How do you prefer to transfer content and licenses to ciRcle (e.g. UBC Workspace, Dropbox, DVD or CD, USB, Email, Other)?

UBC Workspace
Dropbox
DVD or CD

USB
Email
Other

10. Are you able to provide a sample of the content and metadata?

Date submitted:

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