UBC Library - Digital Project Approval Form
Updated: April 2015

The Digitization Centre welcomes project proposals from the UBC community. In order for a proposal to be considered the following documentation must be submitted by the sponsor. Please refer to the Digital Collection Development Policy for the guidelines that the review group will refer to when considering applications.

Please email this form to digitization.centre@ubc.ca when complete. If you have any questions on completing the form, please contact Bronwen Sprout, Head of Digital Programs and Services, at bronwen.sprout@ubc.ca.

Project Overview

Proposed project title:

Description of the project:

Individual or individuals who are nominating the project:

Project Details

1. Please provide a detailed description of the material to be digitized (including an estimate of the number of items/pages for each media type).

2. What is the significance and impact of making the material available online? Please outline your rationale with reference to the categories outlined in the Digital Collection Development Policy.

3. Have copyright considerations been addressed? Please comment on any copyright or intellectual property considerations issues related to digitization and online publication of this collection.

4. Please indicate whether any current metadata or cataloguing exists for these items.

5. Please list any risks or challenges that should be considered. This might include cultural sensitivities, rights issues, lack of cataloguing, or fragility of material, etc.

6. Do you have any special knowledge, technical skills or other resources that might assist with project completion (i.e. contextual information, historical background of collection, or information about other digital projects working with similar materials)?

7. Is there a specific system you have in mind to provide access to the collection (ie. CONTENTdm, DSpace, AtoM, OJS) or other technical requirements to keep in mind? Do you envision the content would be hosted with the Digitization Centre or in another area?

8. How will you evaluate the success or impact of this project?

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

10. Does this project need to be completed by a certain date? If so, please indicate the necessary completion date and reason for deadline.

11. Does the project have any source(s) of funding that you are aware of (ie. endowment funds, funds from other departments or faculties, funds from granting agencies or individuals etc.)?

Submission Details

Name

Email

Date submitted

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☐ Approved ☐ Not Approved

Short rationale of why project was or was not approved. (*To be completed by review group.*)