

Digital Library Center Proposal Guidelines

Digitization projects are seen by many as the way of the future for academic libraries. UT Libraries are in the enviable position of having the resources to carry out such projects, and we always welcome proposals. These resources, however, are limited. Given the high cost, especially in terms of staff hours, associated with digital projects, not all desirable projects can be implemented, so the Digital Library Center Steering Committee (DLCSC) must select only the most appropriate projects for implementation, based on written project proposals.

There is no specified format for a proposal. Please send a written statement to the Digital Library Center Coordinator (Anthony Smith, adsmith1@utk) that addresses the questions below. These will provide the DLCSC with the information that we need to evaluate the project. They may also provide the applicant (whether a group or individual) with an opportunity to think critically and creatively about the proposed project. Please try to address these questions in as specific a manner as possible.

We understand that, especially if you are new to the world of digital projects, there will be questions on the list that seem daunting. Please feel free to discuss the project with DLCSC members as you prepare your proposal.

The DLCSC's Review Committee will meet as needed to review new proposals. If this Committee determines that a proposal meets the base criteria for acceptance (rights and non-duplication), they will contact the primary stakeholders within three weeks to gather additional information. The Review Committee will then bring the project to the full DLCSC for consideration.

Purpose: What is the purpose of digitizing these materials? For example, will the major benefit be increased access for new user populations, reduction of wear on fragile materials, making little-known resources more public? How does the subject matter fit within the Library's collection development policies (see <http://www.lib.utk.edu/colldev/policyst.html>)? You may want to consult with the appropriate subject librarian (see <http://www.lib.utk.edu/refs/reference/services.html>) to determine the appropriateness of the material for UT's collections.

Preservation Concerns: What is the condition of the materials to be digitized? What will happen to them after digitization?

Audience: Is there an active, current audience for the materials? Who uses them now (in their analog form) and who would use them if they were digitized? Is the audience consistent with the mission of UT Libraries?

Rights: Do the Libraries own the materials to be digitized? Is it in the public domain? Do we hold the copyright to these materials? If not, have the permissions of all relevant copyright holders been secured? For assistance with copyright issues, please contact Sara Williams (saraw@aztec.lib.utk.edu, 974-6949).

Non-Duplication: Have these materials already been digitized elsewhere? Is there already an online repository for similar materials?

Open Access: Do you have any concerns with the digitized materials being made freely available on the Web?

Value of Materials: Are these materials of sufficient value to warrant the considerable expense associated with a digitization project? Factors contributing to value include rarity or uniqueness, historical significance, and long-term utility.

Scope: How many items are to be digitized? What are the file formats (text, images, sound files)? What descriptive material is associated with the collection? Is there a proposed timeline or an effective deadline to the project (for instance, should it be timed to coincide with the anniversary of a historical event or an important conference)?

Funding: What staff time, server space, and special equipment might be required? What are possible sources of funds (e.g., granting agencies)? What staff, equipment, or other resources at your disposal could you contribute to the project?

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