

Bucknell University
Information Services & Resources – Digital Initiatives Group (DIG)

New Project Proposal

Please submit documentation for each project you are proposing by answering the questions listed below. Submit a separate proposal for each project. Proposals should be 1-3 pages in length and should be submitted electronically as a Word document to Abby Clobridge (aclobrid@bucknell.edu). You will be contacted by a member of the Digital Initiatives Group to discuss next steps.

Project Background

1. Describe the project/collection you would like to develop.
2. For what type(s) of audience is the finished resource intended? (Ex: students in BIOL 101, the scholarly community, general interest, genealogists.) Would this collection be available outside of the Bucknell community?
3. Is this project related to other projects or collections on campus, in the library, or elsewhere? If so, provide details.
4. How would you gauge the success of this project/collection? Please describe all plans for assessment.

Goals

1. Outline the general goals of this project and describe the overall importance of this project/collection to the Bucknell community.
2. Would this project/collection be tied to any classes at Bucknell? If so, list classes and explain how students and faculty would be involved in creating the project or using the finished resource.
3. Would this project/collection be tied to scholarship being conducted at Bucknell? If so, list information about projects and names of faculty involved.
4. Is this project part of a collaborative effort with groups at Bucknell or outside of the Bucknell community? If so, provide context, contact information, and any additional relevant details.
5. Does this project have ties to the local community? If so, please explain.
6. What is the timeframe in which you would hope to complete this project? Are there any anticipated constrictions on the timeframe such as a leave of absence that would affect the project? If so, explain.

Materials

1. Describe in as much detail as possible the materials to be included in the project. What is the physical format of the materials? What is the size of the collection? Describe in whatever terms make sense for these materials (Examples: 10 hours of footage on 50 mini-DV tapes; 5,000 slides; 1,000 photographs.)
2. What is the physical condition of the materials? Are there preservation issues that need to be addressed? Address issues such as fragility of resources, damaged condition, fading colors.
3. Please describe the copyright status as you best understand it to be for the involved materials.
4. Is the owner of the material willing to consider having it sent to a commercial vendor if this is determined to be the best approach for digitization? If not, why?

Additional Information

Please provide any additional information that might help the Digital Initiatives Group better understand your proposed project.

Contact Abby Clobridge (7-3913 or aclobrid@bucknell.edu) with any questions.