HDR - Collection Proposal Form (P2.c)

The purpose of this form is...

- to help project participants understand what issues are involved in preparing and submitting digital objects to HDR
- to ensure that your project meets the minimum requirements for inclusion in HDR.
- to help us properly configure a collection in HDR for your project. We will set up a metadata scheme with custom field labels and properties, help select controlled vocabularies appropriate for the genre of the materials and their subject matter and set up permissions for both data providers and users.
- to help us determine what we need to do to ensure that your project is completed successfully and on time.

Please read the document User Agreement to see if the policies and guidelines of HDR are acceptable to you.

A member of the HDR Advisory Team will be happy to demonstrate the capabilities of HDR, discuss your project with you and even help you fill out this form. Contact Peter MacDonald (pmacdona@hamilton.edu) for assistance.

Acceptance of your project for inclusion in HDR is based on the following criteria:

- Appropriateness of the content
- Your team's readiness to do the work
- Capabilities of HDR to handle the digital objects you want to submit
- Availability of HDR team members to give the level of assistance required
- Capacity of the HDR system to store and deliver your objects efficiently

A. Project Basics

Project Title _____

Examples of project titles

- Art History 245 – Asian Cultures and Traditions (Greenberg)
- Biology Department Microscope Photography Collection
- Hamilton College Class of 1877 Collection

Project Lead

Name: _____

- Email: _____@hamilton.edu
- Telephone: _____
- Office no: _____

Sponsoring Department or Unit (e.g. home department of Project Lead)

Department/Unit Name: _____

Description of the Project's Subject Matter

Examples

- These are photographs taken in Bogota, Colombia in July and August of 2006 during the Spanish Summer Studies program of Hamilton College.
- This is a collection of art slides that have been digitized for use in the course African Art 312.

Primary Audience of the Project
(Check all that apply.)

☐ faculty
☐ college students
☐ outside scholars and researchers
☐ alumni
☐ publications office
☐ college administrators
☐ librarians
☐ genealogists
☐ the general public
☐ K-12 students
☐ Other _____

Purpose of the Project
(Check all that apply.)

☐ Display digital objects needed for student study
☐ Display digital objects needed for classroom presentations
☐ Display digital images of rare or valuable materials from a departmental collection
☐ Display the output of a research project
☐ Other _____

Access Restrictions
(Select one.)

☐ Access to the objects needs to be restricted because of copyright or privacy issues. Access should be restricted in the following way(s) (Check all that apply):

    ☐ restricted to students registered in this course: _____
    ☐ restricted to users of computers on campus only
    ☐ restricted to holders of valid Hamilton College IDs
    ☐ Other (explain):

☐ Access does not need to be restricted.

Project Dates

Date when the project needs to be ready to use (if any)   _____/_____/_____
Date when access to the objects should be cut off (if any)   _____/_____/_____

Condition of Original Material to be Digitized

Provide a general description of the physical condition of the entire collection of materials. Note whether any items will require extensive preparation (e.g. removal of object from mountings, removal of photographs from scrapbooks, scanning images from books). Also, note whether images are to be "corrected" to their earlier appearance or just digitized as is.

B. Rights (Information about who holds the copyrights to the items being submitted)

Copyright

The depositor must determine the copyright status of the digital objects deposited with HDR (for help see the article by Peter Hirtle cited in the **Resources** section below).
(Select one.)

☐ Items are in the public domain and may be copied and disseminated without restrictions.
☐ Items are protected by copyright but can be used if certain fair use provisions are observed and appropriate access restrictions are enforced.
☐ Items are protected by copyright but permission to use them has (or will be) secured before uploading to HDR.
☐ I have a question about copyright issues. (Please pose your question below.)

Privacy (FERPA)

If you propose displaying academic work of students, be sure that the items do not reveal any personal information about the student that would be in violation of provisions of the **Family Educational Rights and Privacy Act** (FERPA) (20 U.S.C. § 1232g; 34 CFR part 99)

 (Check all that apply.)

☐ Content does not discuss the academic performance of the student.
☐ Content does not reveal any of the following about student author/creator.
　　　Email address
　　　Postal address
　　　Social Security Number
　　　Grades
　　　Records (library records, financial records)
☐ Content is not part of the student's official records.
☐ Participants have been informed of the College's privacy policy and have given consent
　 to deposit the objects.
☐ I have a question about privacy issues. (Please pose your question below.)

Resources:

　"Hamilton College FERPA Policy"
　　　(FERPA-Policy-1.pdf)
　Hamilton College "Family Educational Rights and Privacy Act Annual Notice."
　　　http://www.hamilton.edu/applications/catalogue/ferpa.html

C. Format of Digital Objects in the Project

Digitization Equipment to be Used (**if not outsourced**)

Note: For quality control and scheduling purposes, it is preferable to have your own digitization equipment.
(Check all that apply.)

Computer Platform
  ☐ Mac ☐ PC
Digitization Device
  ☐ flatbed scanner
  ☐ digital still camera
  ☐ digital video camera
  ☐ digital audio capture device
Software
  ☐ photo editing software
  ☐ audio editing software
  ☐ video editing software
  ☐ OCR software

Image Objects (Specify all that apply. Figures may be estimates.)

Format	Quantity	Total Size in Mega/Gigabytes
JPEG (.jpg, .jpeg, .jpe)		
PNG (.png)		
GIF (.gif)		
TIFF (.tif, .tiff)		
Other:		

Textual Objects (Specify all that apply. Figures may be estimates.)

Format	Quantity	Total Size in Mega/Gigabytes
ASCII (.txt)		
MS Word (.doc)		
Rich Text Format (.rtf)		
Adobe Acrobat (.pdf)		
Mac-binhex40 (.hqx)		
Other:		

Audio Objects (Specify all that apply. Figures may be estimates.)

Format	Quantity	Total Size in Mega/Gigabytes
AIFF (.aif, .aiff, .aifc)		
AU (.au)		
MIDI (.mid, .midi, .kar)		
MPEG-1 Level 3 (.mp3)		
MPEG-4 (.mp4)		
WAVE (.wav)		
MS WMA (.wma)		
RealAudio (.ra)		
Other:		

Video Objects (Specify all that apply. Figures may be estimates.)

Format	Quantity	Total Size in Mega/Gigabytes
MPEG (.mpeg, .mpg, .mpe)		
MS video file (.avi)		
MS WMV (.wmv)		
Quicktime (.qt, .mov)		
Other:		

Note – All of the file formats named in the tables above are supported by HDR. If your file format does not appear above, enter it as "Other" and we will determine if it can be supported as well.

D. Project Status

Digitization Status
(Check one.)

☐ Objects are already in digital form
☐ Digitization is in progress (percent complete: _____%)
☐ Digitization has not yet begun

Digitization is to be done by…
(Check all that apply.)

☐ faculty
☐ department staff
☐ departmental student assistants
☐ outsourcing agency
☐ already done
☐ training is needed

Text Objects
(Check one.)

☐ Text is already typed up
☐ Text needs to be typed or OCR'd.
☐ Text needs to be transcribed from handwritten originals
☐ There is no text involved.
       .

Metadata Status
(Check one.)

☐ Metadata already exists. Please describe:
☐ Some metadata exists (percent complete: _____%)
☐ No metadata exists yet.

Metadata is to be created by…
(Check all that apply.)

☐ faculty
☐ department staff
☐ departmental student assistants
☐ outsourcing agency
☐ already done
☐ training is needed

Project Readiness (Select any that apply.)

"I need help..."

- Choosing or purchasing

  - ☐ digitization hardware
  - ☐ photo editing software
  - ☐ imaging bureau (for outsourcing)

- Learning to use

  - ☐ scanning/digitization equipment
  - ☐ photo editing software
  - ☐ setting up a local backup system for objects submitted to HDR
  - ☐ determining the copyright status of items
  - ☐ converting my files to formats accepted by HDR (please describe).

Resources

- **Copyright Term and the Public Domain in the United States** (by Peter B. Hirtle of Cornell Libraries), http://copyright.cornell.edu/resources/publicdomain.cfm (accessed August 26, 2011)
- **How I Learned to Love FAIR USE... or how to bring a $300,000 lawsuit down to $0 if you're a library, archive, or nonprofit educational institution** (by Mary Minow, J.D., A.M.L.S.) http://fairuse.stanford.edu/commentary_and_analysis/2003_07_minow.html (accessed August 26, 2011)

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