

# Digitization Project Request Form



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**Instructions:** To submit a digitization project for consideration by the Digitization Project Committee, please complete the following form and submit it to [digitization.library@mcgill.ca](mailto:digitization.library@mcgill.ca)

For more information, please see the *Digitization Project Guidelines* at <http://www.mcgill.ca/library/services/research/digitization>

Date Submitted		
<b>Contact Information</b>		
Project Lead	(name)	(email address)
Sponsoring McGill Librarian (if McGill Librarian is not project lead)	(name)	(email address)
<b>Project Information</b>		
Project Name		
Project Description (brief)		
<b>Items to be Digitized</b>		
<b>Type of material</b> (bound volumes, prints, newspapers, objects, etc. in dimensions) and number or extent of each (e.g. number of pages)		
<b>Catalogued?</b> A bibliographic record in AACR2 or RDA is required on which we base the metadata.  If yes, provide Aleph system		

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number for each item	
<b>Date</b> by which digitization must be completed	
<b>Rationale for digitization request based on Guidelines for Digitization</b>	
<p><b>Ownership</b></p> <p>Items are owned by McGill Library or are available in partnership with other stakeholders? <b>Yes</b> or <b>No</b></p> <p>If Yes, include the names of the other stakeholders.</p>	
<p><b>Copyright</b></p> <p>Are the items in the public domain according to Canadian copyright law (typically 50 years after the death of the creator)? <b>Yes</b> or <b>No</b></p> <p>Items not in the public domain will only be digitized once all permissions have been secured by the requestor.</p>	
<p><b>Privacy</b></p> <p>Privacy concerns based on Quebec Privacy law<sup>1</sup> <b>Yes</b> or <b>No</b></p>	
<p><b>Value</b></p> <p>Provide rational for all applicable criteria.</p> <p>a. Intrinsic value (e.g., intellectual content)</p>	

<sup>1</sup> [http://www2.publicationsduquebec.gouv.qc.ca/dynamicSearch/telecharge.php?type=2&file=%2F%2FA\\_21\\_1%2FA21\\_1\\_A.htm](http://www2.publicationsduquebec.gouv.qc.ca/dynamicSearch/telecharge.php?type=2&file=%2F%2FA_21_1%2FA21_1_A.htm)



<p>b. Contextual value (e.g., historical or cultural significance)</p> <p>c. Rarity</p> <p>d. Provenance: Consideration will be given to materials of McGill, Montreal, Quebec, and Canadian origin.</p> <p>e. Aggregation: A digital collection would unite geographically dispersed items.</p>	
<p><b>Continuity</b></p> <p>The item represents a traditional strength in the Library's current physical or digital collections.</p>	
<p><b>Demand</b></p> <p>There is a demonstrated or anticipated demand for the item, or the item supports local research and teaching and the University and Library's strategic directions.</p>	
<p><b>Usability</b></p> <p>The digital surrogate of the item will enable easier or innovative use of the original through new ways of searching, analysis, or manipulation.</p>	
<p><b>Fragility</b></p> <p>The condition of the item will be considered. Potential damage to the original must be weighed against the benefit of digital preservation. The quality of the potential</p>	

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digital product must also be considered.	
<b>Partnership and development opportunities</b>  Project provides opportunity for cooperation with other McGill departments and faculties or with external institutions, and organizations, or individuals. List any.	
<b>Availability</b> in other digital collections Y or N If yes, give details (provide link)	