**2022 Project Ceres Proposal Form**

**USAIN Digital Libraries & Preservation Committee**

**Deadline for submissions: March 18th, 2022**

Send proposal with budget form to projectceres.usain@gmail.com

**Project Title:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date submitted:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Application Submitted By University/Organization name:**

**Submitted By (Individual Names):**

**Emails & contact information:**

**If more than one name, indicate who is the PI or primary contact:**

**Brief Project Description (abstract of 100 words or less):**

**Is this a \_\_\_ Tier 1 or \_\_\_ Tier 2 proposal?**

**Is this a \_\_\_ New Project\_\_\_\_\_ continuation?**

**If continuation, please list the title of the original project and provide a brief summary/description of the previous project. Were you part of that previous project, if so describe your role?**

**Is this project related to a previous USAIN-NEH Agriculture Bibliography Project? Yes/no**

**If Yes, please describe the project and your role in the previous project:**

|  | **Scope of the Collection** | Years of coverage: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Number of items: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Other (please specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| --- | --- | --- |
|  | **Format of Original** Check all that apply | * Text (books, journals, manuscripts, newspapers) * Visual materials (photographs, postcards, slides, etc.) * Microfilm * Other formats (please specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **1** | **Duplication of Effort** | * Content has not been previously digitized * Content is not under consideration for digitization by another entity * Other (please specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **2** | **Intellectual Rights** | * Source materials are in the public domain * University/State Agency owns or has intellectual property rights to the content * University/State Agency has acquired permissions in perpetuity (or for long-term) from owner * University/State Agency’s use of content can be justified under fair use guidelines and the University/State Agency is able to control online access * Intellectual property rights/ownership issues need further investigation   ***Summarize here or on attached pages*** |
| **3** | **Target Audience(s)** | * Existing demand by an identifiable audience (please specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   * Current level of use of the existing collection (please specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **4** | **Significance of Project/Value and Demand** Check all that apply | You are encouraged to refer to the *Ceres Guidelines: Bibliographies and Taxonomy of Publication Types and Titles, Land Grant University Publications* as you evaluate collections for possible print preservation and digitization. If you identify a collection you would like to propose for Project Ceres (Tier 1 or Tier 2) that does not rank highly based on the *Guidelines*, we encourage you to make a case for the importance of the collection (research impact, rarity, etc.) on a separate sheet, and strongly recommend including letter(s) of support for your proposed project.   * Complements existing collection strengths or fills gap in existing virtual collection * Contributes to the development of critical subject mass of digital materials in areas of strong demand * Content is unique, rare, or difficult to access * Results in a reduction in handling of fragile material * Protects materials at high risk of theft or mutilation * Addresses material that is deteriorating * Incorporates value-added services that enhance usability (e.g., through new search capabilities, integration of formats, links to other materials, the ability to manipulate images and text, or study material in new ways) * Generates economies (e.g., by eliminating the need to acquire resources, freeing up staff time, etc.) * Other (please specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   ***ATTACH OPTIONAL LETTERS OF SUPPORT FOR PROJECT*** |
| **5** | **Source Materials and Metadata** | * Collection Cataloged? Yes / No. * If so, describe cataloging available: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * OCLC describe cataloging available \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * Metadata plan is in place, adheres to national standards, and recognizes local constraints * Metadata issues need further investigation * Source Materials can be safely digitized and will produce good quality digital output |
| **6** | **Resources and Funding** | * Internal funding available to cover project. Yes / No. If yes, list source: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * External funding available to cover project. Yes / No. If yes, list source:   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |