|  |  |
| --- | --- |
| Institution Name |  |
| Mailing Address |  |
| Contact Name  (for digital projects) |  |
| Email Address  (contact) |  |
| Phone Number  (contact) |  |
| Collaborating Institutions  (if applicable) |  |

**Sub-Collection Title:**

**Sub-Collection Description** (3-5 sentences describing scope, content & significance)**:**

**Items**: About how many items are in this sub-collection?

Have these materials been described or organized at the item-level?  Yes  No  Unsure  
 If so, please include a copy of that description with this proposal.

What kinds of materials (e.g. photographs, postcards, letters) are in this sub-collection?

**Copyright:** Does your institution own the copyright to these materials?  Yes  No  Unsure  
see here for more information: <http://copyright.cornell.edu/resources/publicdomain.cfm>  
*The depositor must determine the copyright status of the digital objects deposited with New York Heritage. New York Heritage and CLRC will be held harmless for all copyright challenges.*

Please describe the circumstances of ownership for these materials:

**Digitization Plan**

*CLRC’s Digitization Committee advises potential participants to think carefully about how they will successfully execute their plan prior to submitting their application for inclusion in New York Heritage Digital Collections. The questions below represent the minimum amount of information required by CLRC’s Digitization Committee and must be answered to assess your readiness to take your digitization project to the next level.*

**Available Resources** (Check all that apply)**:**

The software used for NYH (CONTENTdm’s Project Client) is not compatible with Macs

Computer Platform:  Mac  PC

Scanning/digitization equipment

Photo editing software

Spreadsheet software (e.g. Excel)

**Digitization Status:**

Materials are digitized and ready to be uploaded into a digital content management system.

Digitization is in progress.

Digitization has not yet begun --

*and,* personnel require training to begin digitization and metadata creation.

Digitization and metadata creation is to be completed by (check all that apply):

Staff  Student interns  Volunteers

**Signature of Commitment:**

**I acknowledge that New York Heritage and CLRC will be held harmless for all copyright challenges, and that my institution is liable for any defense of copyright violation claims.**

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Signature Authority Date

Type or Print Name Position

Your proposal will be considered by CLRC’s Digitization Committee based on the appropriateness of the materials for inclusion, your team’s readiness to do the work, availability of CLRC staff to give the level of assistance required, and the capabilities of NYH to handle your digital objects.