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| Description: SFU_mark_spot_blk | SIMON FRASER UNIVERSITY LIBRARY  SCHOLARLY DIGITIZATION FUND | | |
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|  | 8888 University Drive, Burnaby, BC  Canada V5A 1S6 | TEL 778.782.5596  FAX 778.782.4908 | dstaylor@sfu.ca  www.lib.sfu.ca/collections/digitizationfund |

2022 SFU LIBRARY SCHOLARLY DIGITIZATION FUND APPLICATION AND PROJECT DESCRIPTION

Applicant(s) Name(s) : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Add more lines if needed

Department/Centre/Institute: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Project Description

The project description should include the following. Please see <http://www.lib.sfu.ca/help/publish/digitization/digitization-fund> for more information on each of these points. Please include the Project description (up to three pages) with this application and submit it to Don Taylor, SFU Library ([dstaylor@sfu.ca](mailto:dstaylor@sfu.ca)) by midnight Pacific Time, Monday May 16, 2022.

1. Project summary (less than 200 words)
2. Description of the material to be digitized, including an estimate of the number of items for each media type. For example, please describe the physical condition of the material to be digitized, and the formats of the material (e.g. text on paper, audio cassette tape, photographs, etc.).
3. An explanation of who will do the descriptive “cataloguing”, or metadata work, for the materials that will be digitized. This work is VERY IMPORTANT and is a key component of your project as each digitized image/digital file must be accompanied by metadata. Metadata includes descriptive items such as title, author, date, subjects/keywords, etc. The Library will provide assistance in getting your metadata work started.
4. Information on where the scanning work will be done (e.g. SFU Library, SFU Document Solutions, etc.)
5. Explanation of the significance and/or benefits of making the material available online.
6. Description of any copyright issues involved with the project (for example, the inclusion of works for which the applicant does not hold the rights) and how these issues were / will be resolved.
7. A budget breakdown that documents:
8. Amount requested (max $5000)
9. Approximate price of the scanning (it is advisable to get a rough quote from whomever you wish to do the scanning. For quotes on digitization to be done by the Library please contact Don Taylor at [dstaylor@sfu.ca](mailto:dstaylor@sfu.ca)).
10. Cost of hiring research assistants, students, or others, to do work associated with collating materials, descriptive cataloguing of materials and other work related to the project.
11. Any contributions from the applicant (e.g. work in kind, money from grants, etc).