



## Digital Case Project Proposal Form

Kelvin Smith Library invites digital project proposals from Case faculty and librarians that will enhance the quantity and scope of scholarly information available in Digital Case, the Digital Library of Case Western Reserve University. A major goal of Digital Case is to support collaborative and creative use of library and other primary resources and/or born-digital scholarship through the creation, dissemination, and preservation of digital content of enduring value to the Case community and scholarship at large. During the 2008-2009 academic year, we invite projects that incorporate digital images and/or electronic text (preferably in XML/XHTML format, but PDF acceptable as well). As well, projects that incorporate audio and visual or interactive media are desirable.

### Deadline for Submission: [Date]

*To enter information on the form: click in the shaded gray areas and type or paste in the relevant information. The areas will expand as text is entered. When complete, save the file to your desktop, and submit it as an attachment via e-mail to [thomas.hayes@case.edu](mailto:thomas.hayes@case.edu) OR you may print and submit to:*

Thomas Hayes  
Head, Digital Library Programs  
201-J Kelvin Smith Library

Fax: 216-368-3669

*For assistance, contact Tom at 368-6513.*

## **I. APPLICANT INFORMATION**

**Principal Applicant Name:**

**Phone:**

**E-mail:**

**Department/Unit:**

**Campus Address:**

**Additional Contacts or Collaborators:**

## **II. PROJECT DESCRIPTION**

In 2 to 4 paragraphs, describe the focus, scope, and content of the project. Please address the following in your response:

- Will the content of the project require digitization, is the content born-digital, or is it a combination of both?
- If materials need to be digitized, who owns these materials and who are the current users?
- What types of materials (e.g., photographs, manuscripts, books, etc.) will the project comprise?
- What is the estimated size of the collection (e.g., number of images and/or pages of texts)?
- Please explain the copyright status of the materials to be included in the project and address any potential copyright issues.

Type or paste text here, field will expand as text is added

### III. SIGNIFICANCE OF THE PROJECT FOR DIGITAL SCHOLARSHIP

In 3 to 4 paragraphs, describe the significance of your proposal for promoting digital scholarship for the Case community in particular and for the scholarly community in general. Please address the following criteria as appropriate to your proposal:

- What are the mission and goals of the project?
- Will the project increase the availability, and consequently the use of, resources of demonstrated scholarly significance?
- Will the project identify collections from the Kelvin Smith Library that are important and should be accessed online by a larger community?
- How will the project support Case's subject strengths?
- Will the project involve interdisciplinary, collaborative, and inter-institutional resources?

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### IV. PROJECT BUDGET DEVELOPMENT & SOURCES OF FUNDING

In 1 to 2 paragraphs, describe the funding sources, if any, available to the applicant and collaborators to complete the proposed project. Please address any of the following as applicable:

- Do you currently have funding for the project? If so, how much funding do you have?
- If you do not yet have funding, have you applied for a grant? If yes, please provide details (e.g., name of the funding agency and program, date you will know if your project has been funded, amount of funding requested).
- If you do not yet have funding and have not applied for a grant, how do you plan to fund your project?

For assistance in completing this section, please feel free to consult Tom Hayes ([Thomas.Hayes@case.edu](mailto:Thomas.Hayes@case.edu) or 368-6513), Head of Digital Library Programs.

Type or paste text here, field will expand as text is added

## V. INTELLECTUAL PROPERTY RIGHTS

### Copyright

Kelvin Smith Library and individual faculty and/or academic staff members (and/or other collaborators on an accepted project) shall enjoy joint, non-exclusive rights over any copyrighted material produced by the recipient and his/her collaborators for electronic publication in Digital Case. "Joint rights" means that both Kelvin Smith Library and the individual faculty or staff member or members own the work; "non-exclusive rights" means that either party can use the property without permission of the other party or parties. Both the faculty/staff member(s) and Kelvin Smith Library will have control over their name and whether it is used in conjunction with any future versions of the product.

### Ownership of the Digital Files

It is the intention of Kelvin Smith Library to benefit the Case community and scholarship at large by making its digital assets available worldwide as part of the global digital library. Any such distribution will be for non-commercial purposes and may be online in electronic format or through any medium now known or hereafter developed, including but not limited to print, audio, or video. The creators of accepted digital projects are welcome to use the material for their teaching or research use, but other uses of digital projects created through this application process, including but not limited to commercial or scholarly reproductions, redistribution, publication, or transmission, whether by electronic means or otherwise, will require the permission of the Kelvin Smith Library.

Please check this box to indicate agreement of above

Signature

Date