

1. About you:

Name:

Email:

2. CARLI member institution:

3. Briefly describe the collection(s) at your institution that you would like to digitize (e.g., photos of early residents of xyz town).

Collection 1:

Collection 2:

Collection 3:

Collection 4:

Collection 5:

Collection 6:

4. Briefly describe the significance of the collection.

Collection 1:

Collection 2:

Collection 3:

Collection 4:

Collection 5:

Collection 6:

5. Briefly describe an item, characteristic, format, etc. that makes this a standout collection.

Collection 1:

Collection 2:

Collection 3:

Collection 4:

Collection 5:

Collection 6:

6. Why is this collection "hidden" (i.e., unavailable to researchers, students, users) in its current form?

Collection 1:

Collection 2:

Collection 3:

Collection 4:

Collection 5:

Collection 6:

7. Briefly describe how the collection, once digitized, would complement current digital resources available on the web. For example, would it fill a gap in subject or time scope coverage?

Collection 1:

Collection 2:

Collection 3:

Collection 4:

Collection 5:

Collection 6:

8. Please assess whether the collection is already digitized and, if so, freely available on the open web from another source.

	It has not been digitized and is not available on the web to the best of my knowledge	It is digitized but not freely available on the web	It is digitized and freely available on the web	Unsure
Collection 1:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Collection 2:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Collection 3:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Collection 4:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Collection 5:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Collection 6:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Other comments about availability on the web (include collection numbers):

9. If possible, provide a brief example of a creative/innovative outreach program (community engagement activity or campus program) or curriculum supplement that would be possible with digital images of this collection.

Collection 1:	<div style="border: 1px solid black; height: 25px;"></div>
Collection 2:	<div style="border: 1px solid black; height: 25px;"></div>
Collection 3:	<div style="border: 1px solid black; height: 25px;"></div>
Collection 4:	<div style="border: 1px solid black; height: 25px;"></div>
Collection 5:	<div style="border: 1px solid black; height: 25px;"></div>
Collection 6:	<div style="border: 1px solid black; height: 25px;"></div>

10. Estimate the quantity (boxes, cubic feet, items, linear feet, pages, recorded hours, volume, etc.) of the collection.

Collection 1:

Collection 2:

Collection 3:

Collection 4:

Collection 5:

Collection 6:

11. Select the format(s) that best characterizes the collection.

	Mixed archival materials such as manuscripts, diaries, or journals	Images, such as photographs, postcards, or drawings	Posters	Books	Serials	Musical scores	Audio recordings	Audiovisual recordings	Artwork	Artifacts
Collection 1:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Collection 2:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Collection 3:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Collection 4:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Collection 5:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Collection 6:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other formats present (include collection numbers):

12. Select the time scope(s) that best characterizes the collection.

	anything BC	1 AD- 999 AD	1000 AD- 1499 AD	1500 AD- 1799 AD	1800 AD- 1849 AD	1850 AD- 1899 AD	1900 AD- 1919 AD	1920 AD- 1939 AD	1940 AD- 1959 AD	1960 AD- 1979 AD	1980 AD- present
Collection 1:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Collection 2:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Collection 3:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Collection 4:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Collection 5:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Collection 6:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments about time scope (include collection numbers):

13. This collection contains handwritten items.

	Yes	No	Unsure
Collection 1:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Collection 2:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Collection 3:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Collection 4:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Collection 5:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Collection 6:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments about handwritten items (include collection numbers):

14. Does the collection contain original primary source materials (i.e., original historical and cultural materials, and not printed materials or reproductions unless the originals no longer exist)?

	Yes	No	Unsure
Collection 1:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Collection 2:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Collection 3:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Collection 4:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Collection 5:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Collection 6:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Other comments about primary source materials (include collection numbers):



15. Is the collection the only known hard copy available?

	Yes to the best of my knowledge	No	Unsure
Collection 1:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Collection 2:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Collection 3:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Collection 4:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Collection 5:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Collection 6:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Other comments about hard copy availability (include collection numbers):



16. If funding for digitization is available, would you outsource the project, or do you have staff that would complete the work (i.e., image creation, OCR, metadata creation)? Select all that apply for each collection.

	We have trained staff to do image creation (have necessary equipment)	We have trained staff to do metadata creation, OCR	Image creation would be outsourced	Metadata creation, OCR would be outsourced
Collection 1:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Collection 2:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Collection 3:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Collection 4:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Collection 5:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Collection 6:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other comments about in-house versus outsourced work (include collection numbers):

17. "CLIR strongly encourages recipients to share digital copies as public domain resources and/or with [Creative Commons](#) licenses, as appropriate. Exceptions may be made for materials in the public domain with the express wishes of local, traditional, and indigenous source communities." Which level of license would the collection require? Make one primary selection per collection.

	CC0	CC BY	CC BY-SA	CC BY-ND	CC BY-NC, BY-NC-SA, or BY-NC-ND	Exception would need to be made
Collection 1:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Collection 2:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Collection 3:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Collection 4:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Collection 5:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Collection 6:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Other comments about rights (include collection numbers):

18. Summarize any known rights or ethics issues, or restrictions to access created digital images.

Collection 1:

Collection 2:

Collection 3:

Collection 4:

Collection 5:

Collection 6:

19. Who is the **primary** target audience for the digital collection's use?

	Historians and researchers who may or may not be at my institution	Researchers (faculty and students) at my institution	Genealogists	Illinois residents	General public anywhere in the world
Collection 1:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Collection 2:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Collection 3:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Collection 4:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Collection 5:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Collection 6:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Other comments about target audience:

20. Other general comments: