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| Audio / Video Digitization Project Profile -- Draft(Please fill out as a Word file and send to both daviss@columbia.edu and gertz@columbia.edu)     |  | | --- | | **1. Project working title** | | **2. Date** | | **3. Contact person** | | **4. Director / AUL approval?** | | **5. Holding library / repository** | | **6. General collection description (nature of content? creator(s)? origin? unique material? held elsewhere? master or reproduction?)** | | **7. Extent of collection (**number and type of reels, cassettes, disks, cartridges; number of boxes / containers; mono / stereo / quad; supporting documentation, etc.) | | **8. Physical condition of collection** | | **9. Rights and permissions / copyright status of content** | | **10. Proposed access / availability (general public, Columbia only, onsite only, specific CUIDs only)** | | **11.  Type and amount of expected use (e.g., occasional scholarly access, specific research project, classroom use)** | | **12.   Metadata / inventory information (existing records, documentation; expectations for additional metadata or cataloging)** | | **13.   Presentation / publication issues (where relevant, type of** online publication / access envisaged) | | **14.   Expected timetable (project cost estimate, contract signing, receipt of material, desired online availability)** | | **15.  Available funding** | | **16.  Project staffing (coordinator from the collections side, professional / support staff available to work on project)** | |

Form date: rev. 6/10/2011