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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)

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| **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)**  |

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Form date: rev. 6/10/2011