

## Online "E-only" Gallery Planning Form

rev. 3/31/2010

This form is for use by staff wishing to create a Web-based image gallery or e-only exhibition using the CUL/IS implementation of the open-source Omeka software (<http://omeka.org/>). The purpose of this form is to assemble sufficient information about the proposed project to allow technical staff in Preservation and the Libraries Digital Program to schedule relevant tasks and to handle competing priorities appropriately.

**Form should be submitted to [newproject@libraries.cul.columbia.edu](mailto:newproject@libraries.cul.columbia.edu) (Gertz, Davis, Blitz) three months in advance of the target launch date.**

<b>1. Curator / Requester:</b>	<b>2. Date:</b>
<b>3. Exhibition Title / Theme:</b>	
<b>4. Repository / Collection:</b>	
<b>5. Planned Launch Date:</b>	
<b>6. Are all items in the public domain?</b> If not, please consult with Copyright Advisory Office before submitting this form.	
<b>7. Number and type of objects to be digitized. Range of formats and sizes.</b>	
<b>8. Conservation issues.</b> Are there any known physical problems with the material to be presented that might require conservation?	
<b>9. Miscellaneous:</b> <ul style="list-style-type: none"><li>• What metadata exists at the item level? <i>(Please contact Robbie Blitz for a consultation about appropriate metadata for this gallery.)</i></li><li>• Who will create / organize the online exhibition? <i>(Please provide UNI for access to Omeka.)</i></li><li>• Will existing CUL Omeka templates accommodate this exhibition?</li><li>• Need zoomable / multiresolution images or will standard jpegs suffice?</li></ul>	
<b>10. Director's Signature:</b>	<b>11. Date:</b>