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| **Instructions**: To submit a digitization project for consideration by the Digitization Project Committee, please complete the following form and submit it to digitization@uvic.ca |
| Date Submitted |  |
| **Contact Information** |
| Main project contact | (name) | (email address) |
| Have you already discussed this project with a UVic archivist or librarian? If so, then please tell us who.  | (name) | (email address) |
| **Project Information** |
| **Project Name** |  |
| **Project Description**Please include a brief paragraph broadly describing the proposed collection. |  |
| **Items to be Digitized** |
| **Type of material** (bound volumes, photographs, newspapers, audio, etc.) and approx. number of items. |  |
| **Grant funded?** Is this request related to a funding proposal or a funded project? If so please name the grant/funder.  |  |

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| **Deadline?** Dateby which digitization must be completed, or awarded funds spent. |  |
| **Rationale for digitization request based on the Digitization Project Guidelines** |
| **Ownership**Are the items owned by UVic Libraries?If items are not owned by UVic Libraries then please indicate who currently holds the material. |  |
| **Copyright**Are the items in the public domain according to Canadian copyright law? If not, then who is the copyright holder or the original creator?Items not in the public domain will only be digitized once all permissions have been secured by the requestor.  |  |
| **Privacy**Does this collection have privacy concerns based on British Columbia access and privacy laws? If yes, please describe.  |  |

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| **Value**Tell us about the value of this material including:1. Historical, scholarly or cultural significance
2. Uniqueness or rarity
3. Provenance: Priority will be given to materials from 1)Victoria, 2) Vancouver Island, 3) British Columbia, and 4)Canada
4. Need for content preservation (e.g. fragile material, obsolete formats)
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| **Demand**There is a demonstrated or anticipated demand for the item, or the item supports local research and teaching. |  |
| **Partnership and development opportunities**Project provides opportunity for cooperation with other UVic departments and faculties or with external institutions, organizations, or individuals.List any. |  |
| **Is this item available in other digital collections?**If yes, give details (provide link) |  |
| **Is there anything more you would like to tell us about this collection?** |  |