

Digital Project Inquiry Form

Use this form to help us understand your project -- you may fill in as much or as little information as you have. A librarian will contact you to follow up.

Asterisked (*) fields are **required**.

CONTACT INFORMATION

"Contact" is the person who will be the primary contact for this project. The Contact will get an email confirmation of this request.

Your Name: *

Your Title:

Phone:

Email: *

Harvard Affiliation:

GENERAL PROJECT INFORMATION

Proposed Project Title:

Briefly describe your project and goals:

What is your expected timeframe for this project?

- ☐ this project is being planned with PCDI Imaging Services
- ☐ this project is being planned with PCDI Media Preservation

HARVARD LIBRARY SYSTEMS TO BE USED

If known, indicate which HL systems and services you will use. Check all that apply.

Cataloging and Discovery

- ☐ HOLLIS - Aleph and OPAC
- ☐ OLIVIA/ Shared Shelf - Cataloging systems for VIA
- ☐ VIA - Visual Information Access catalog
- ☐ OASIS - Online Archival Search Information System for finding aids
- ☐ HGL - Harvard Geospatial Library
- ☐ TED - TEmplated Database
- ☐ VC - Virtual Collections
- ☐ WAX - Web Archiving
- ☐ Unknown - TBD

Preservation Storage, Searching and Delivery

- ☐ DRS - Digital Repository Service
- ☐ NRS - Name Resolution Service
- ☐ PDS - Page Delivery Service
- ☐ SDS - Streaming Delivery Service
- ☐ FDS - File Delivery Service

- ☐ FTS - Full Text Search Service
- ☐ IDS - Image Delivery Service
- ☐ Unknown - TBD

COLLECTION INFORMATION

Collection Description and Scope -- include a link to description or catalog record(s), if available.

Source Material: Indicate the types of source material to be digitized by checking all that apply:

- ☐ Bound Text
- ☐ Unbound Text
- ☐ Still Images
- ☐ Audio
- ☐ "Other", please list other types of materials:

Has the condition of these materials been reviewed to determine treatment and/or handling needs?

- ☐ Yes

Digital Content: Indicate the types of born digital or already digitized files by checking all that apply:

- ☐ Text
- ☐ Still Images
- ☐ Audio
- ☐ "Other" , please list other types of files:

Estimated Quantity: If known, provide an estimate of the total quantity of source material and/or digital files by type.

Does Harvard have the right to make the material in the collection accessible online? Include the copyright status (e.g., ©President and Fellows of Harvard University, public domain, under copyright by author or publisher), information about permission granted by donor agreements, deeds of gift or other contracts, and any other rights issues.

Are there any restrictions on access or use of the material (include any restrictions to both digital and analog versions)?

Does this collection contain any High Risk Confidential Information (HRCI) or other sensitive or private information? DRS does not currently manage sensitive data (this functionality will be included in a future release). See Harvard security policy (<http://security.harvard.edu/heisp>) for more information about types of sensitive data and how it must be secured.

CONFIRM DRS ELIGIBILITY AND A COMMITMENT TO THE OBLIGATIONS OF COLLECTION

MANAGERS

See DRS Policy Guide for more details: https://wiki.harvard.edu/confluence/download/attachments/200934379/drs_policy_guide.pdf (http://library.harvard.edu/https://wiki.harvard.edu/confluence/download/attachments/200934379/drs_policy_guide.pdf)**Regarding their content, Collection Managers will:**

- Cooperate with DRS staff on appropriate digital stewardship
- Provide reference services to users
- Arrange for payment for DRS services
- Provide required administrative, technical, and structural metadata
- Provide a publicly available online description for discovery
- Ensure a version is accessible at minimum to the HU community
- Manage the legal rights necessary for DRS services to be performed

DRS Eligibility and Commitment *

☐ Confirm your eligibility and commitment

Submit Inquiry