

CNY Heritage Participant Profile

Acceptance of your project for inclusion in CNY Heritage is based on the following criteria:

- Date of application (first come, first served)
- Appropriateness of the content
- Your team's readiness to do the work (e.g. technology in house, project plan, etc.)
- Capabilities of CNY Heritage to handle the digital objects you want to submit
- Availability of CNY Heritage team to give the level of assistance required
- Capacity of the CNY Heritage system to store and deliver your objects efficiently

Information about the Contributor/Holding Institution

Institution Name	
Mailing Address	
Contact Name	
Email Address	
Phone Number	
Website URL	

Is your institution a member of CLRC or an affiliate of a CLRC member? Yes No
If your organization is an affiliate, please provide the name of CLRC member organization:

Collection Description

How many collections does your institution plan to contribute to CNY Heritage?

- One Collection Multiple Collections over a period of time.

Project Dates

- We will begin to include the first collection on _____(date) and anticipate completing the project by _____(date).
- We plan to add multiple collections and have no specific end date.

Title of Collection(s): _____

Briefly describe the collection(s). Attach a separate page if necessary. This is the text that will describe your collection(s) on the CNY Heritage website:

Does your institution own these materials? Yes No Not sure

Describe the intended audience and potential use of this collection: whom will the project serve and how?

Material Types

Does your collection contain?		Estimate how many you plan to upload to CONTENTdm.
<input type="checkbox"/>	Photographs	
<input type="checkbox"/>	Postcards	
<input type="checkbox"/>	Finding aids	
<input type="checkbox"/>	Flyers	
<input type="checkbox"/>	Letters	
<input type="checkbox"/>	Pamphlets	
<input type="checkbox"/>	Manuscripts	
<input type="checkbox"/>	Diaries	
<input type="checkbox"/>	Bound text	
<input type="checkbox"/>	Objects (3D)	
<input type="checkbox"/>	Others (please describe)	

At this time, CNY Heritage will **not** include the following types of material:

- Audio
- Video
- Books
- Oversized maps
- Any newspapers.

Are these materials organized at the item level?

- Yes No Not sure

If Yes, what information is recorded (i.e. subjects, identifiers, descriptions, etc.)?

Project Status

Budgetary Contribution (Check all that apply)

- Budgetary support exists for this project
 External funding will be sought for this project. Please explain:

Collaborative Partnerships List any outside project participants or supporters:

Available Resources (Check all that apply.)

- Computer Platform: Mac PC
- Digitization Device: Flatbed scanner Digital still camera
- Software: Photo editing software OCR software
 Database software Spreadsheet software

Digitization Status (Check one.)

- Objects are already in digital form.
 Digitization is in progress. (percent complete: ____%)
 Digitization has not yet begun.

Digitization is to be done by... (Check all that apply.)

- Staff Outsourcing agency
 Student interns Already done
 Volunteers Training is needed

Text Objects (Check one.)

- Text is already typed up
 Text needs to be typed or OCR'd.

- Text needs to be transcribed from handwritten originals
- There is no text involved.

Metadata Status (Check one.)

- Metadata already exists. Please describe (e.g. MARC, Dublin Core, VRA, etc.):

-
- Some metadata exists (percent complete: ____%)
 - No metadata exists yet.

Metadata is to be created by... (Check all that apply.)

- Staff
- Student interns
- Volunteers
- Outsourcing agency
- Already done
- Training is needed

Project Readiness (Select any that apply.)

I need help choosing or purchasing:

- Digitization hardware
- Software
- Imaging vendor (for outsourcing)

I need help learning to use:

- Scanning/digitization equipment
- Photo editing software

Rights Management

The depositor must determine the copyright status of the digital objects deposited with CNY Heritage. CNY Heritage and CLRC will be held harmless for all copyright challenges.

Select one:

- Items are in the public domain and may be copied and disseminated without restrictions.
- Items are protected by copyright but permission to use them has (or will be) secured before uploading to CNY Digital Heritage.
- Items are protected by copyright but fair use provisions apply.
- I have a question about copyright issues. (Please pose your question below.)

Please provide us with a statement that can be used to indicate how you want the materials in your collection used. A web link can also be created to an existing rights statement on your web site (For example: *This digital image may be used for educational uses, as long as it is not altered in any way. Prior written permission is required for any other use of the images from the Woodstock Public Library District collection <http://woodstock.org>.*)

If you have any questions about this program, please feel free to call CLRC at 315-446-5446.

Signature

Date

Please print your name

Please sign two copies of this form, keeping one copy for your files and return the other to:

Penelope J. M. Klein
Central New York Library Resources Council
6493 Ridings Road, Syracuse, New York 13206