To complete this template, please replace all text in [brackets] with your own proposal-specific content and/or follow any directions provided with the bracketed text.

# Description and Rationale

## Title

[An informative title for this proposal.]

## Project Description\*

[A brief abstract of this project. 1-2 paragraphs]

## Reasons for Consideration\*

[Describe why these materials should be prioritized for reformatting. Multiple paragraphs are allowed.]

## Authors

[The author or authors of the material as listed in relevant cataloging records. If multiple values apply, please use a comma separated list or a descriptive placeholder.]

## Publishers

[The publisher or publishers of the material as listed in relevant cataloging records.]

## Proposal Contributors

[Provide any information about who contributed to this proposal (individuals and/or institutions).]

# Details and Sources

## Resource Types\*

[Designate the resource types that apply across all resources in this proposal. All options are listed below, please maintain those that apply and remove those that do not.]

* Archival materials
* Dataset
* Government documents
* Monographs
* Newspapers
* Printed Ephemera
* Serials
* Tabular Data
* Other

## Regions\*

[Designate the regions that apply across all resources in this proposal. All options are listed below, please maintain those that apply and remove those that do not.]

* Central and Eastern Europe
* East Asia
* Latin America and Caribbean
* Middle East and North Africa
* North America
* South Asia
* Southeast Asia
* Sub-Saharan Africa
* United Kingdom
* Western Europe

## Countries of Origin\*

[Designate the country or countries where the material originated as a comma-separated list.]

## Major Languages

[List the major languages covered as a comma-separated list.]

## Source Format\*

[Designate the sources from which the material originated. All options are listed below, please maintain those that apply and remove those that do not.]

* Paper
* Microfilm
* Microfiche
* Microcard
* Other Paper
* Audio
* From digital

## Target Format

[Designate the format into which the content will be reformatted. All options are listed below, please maintain those that apply and remove those that do not.]

Digital

Microfilm

## Identifiers

[List any explicit IDs that describe the materials. This should include any OCLC, LCCN, ISBN and ISSN numbers that are available.]

## Links

[Provide any links that provide references to the resources in this proposal, including existing catalog entries, materials guides, etc.]

## Source and Holdings

[Provide a structured table of holdings and their sources. Gap information can also be highlighted in dedicated rows. Use a separate table for each title if the proposal details multiple titles.]

|  |  |  |  |
| --- | --- | --- | --- |
| **Location** | **Format** | **Holdings/Range** | **Notes** |
| [Institution and holding location] | [Source format] | [Holding statement] | [Condition comments, etc.] |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Location** | **Format** | **Holdings/Range** | **Notes** |
| [Institution and holding location] | [Source format | [Holding statement] | [Condition comments, etc.] |
|  |  |  |  |
|  |  |  |  |

## Source and Holdings Notes

[Additional notes about where the existing materials may be sourced, gaps in holdings and other factors that influence the aggregation of materials needed for digitization. Multiple paragraphs are allowed.]

## Physical Details

[Include any additional physical information about the source materials that will be useful for evaluation (page/exposure counts, condition, etc.). Multiple paragraphs are allowed.]

## Existing Reformatted Materials

[Describe any components of the title(s) involved that are already produced in the format you are proposing and how they may be accessed (if applicable). Multiple paragraphs are allowed.]

## Intellectual Property Considerations

[Describe any intellectual property considerations that will be useful for evaluation. Multiple paragraphs are allowed.]

# Processing Requirements and Costs

Note: All processing costs values will only be visible to CRL members if this material is posted on any CRL websites.

## Format Conversion Costs

[Provide an integer value, in USD, for all costs related to the conversion process (e.g. direct digitization or microfilm creation efforts).]

## Format Conversion Costs Explanation

[Summarize how the format conversion costs value was calculated. Multiple paragraphs are allowed.]

## Metadata Creation Costs

[Provide a total integer value, in USD, for all metadata creation costs.]

## Metadata Costs Explanation

[Summarize how the metadata costs value was calculated. Multiple paragraphs are allowed.]

## Annual Hosting Costs for digital proposals

[Provide a total integer value, in USD/year, for all hosting costs.]

## Hosting Costs Explanation for digital proposals

[Summarize how the hosting costs value was calculated. Multiple paragraphs are allowed.]

## Other Costs

[Provide a total integer value, in USD, for other costs. This could include planning, preparation, data refinement, etc.]

## Other Costs Explanation

[Summarize how the other costs value was calculated. Multiple paragraphs are allowed.]