

The University of Hong Kong Libraries

Digital Project Request Form

Digital Scholarship Team welcome project proposals from the HKU community. We will assist you in identifying source, designing and creating digital project. With the intention of conceptualize and review your project, please complete and email this form to us. If you have any questions on completing the form, please contact Digital Scholarship Team by dss@lib.hku.hk. Thank you!

Contact Information

Project contributor:

Department (if any):

Phone:

Email:

Project Outline

Project title:

Goal of project:

Project description:

Access & eligibility : Open access to public

For HKU community only

Others / specific stakeholder or group, please indicate:

Project Details

The following questions related to the preparation and digitalization process in your proposed project.

1. Please provide a detailed description of materials to be digitized/ processed.

This project consists of single/multi types of material for digitization/ processed.*

Please state the material, estimated amount of items, pages for each media type.

2. Are there any existing metadata or catalogue for the project materials?

Yes (Hard copy Soft copy)

No

3. Describe the significance and impact of making the material in digitize format and online publication.

4. Explain the evaluation of the success or impact of this project.

5. Do you or your project member have any special knowledge, technical skills or provided resources that can help project completion?

6. Does this project need to be finished on a certain date?

Yes (Date: _____ [DD/MM/YYYY]).

No

Reason:

7. Does this project accompanying any source of funding?

Yes, please indicate:

No

8. Please list any additional information about the project.

The following questions related to the rights issue for your proposed project.

1. It is/is not confirmed that the copyright issue has been addressed for this project and its materials.*

2. Please indicate any matters of copyright or intellectual property considerations related to the proposed project, digitization, or online publication.

3. Will you be using any proprietary or confidential materials or information in the project?

Yes, please specify

No

source of material:

nature of material:

Submission Date:

Sign:

*Please delete as appropriate