

# Florida Heritage Project

## Request for Project Funds, Fiscal Year 2005-2006

### INSTRUCTIONS

This form must be submitted no later than 1 August 2005 and is for projects to be completed prior to 30 June 2006.

Complete all the requested information.

Questions about completion of this form should be directed to Megan Waters (aguasm@ufl.edu).

Completed and signed forms must be returned by 1 August 2005 to:

Megan Waters  
Florida Center for Library Automation  
5830 NW 39<sup>th</sup> Avenue  
Gainesville, FL 32606  
FAX: 352-392-9185

### SIGNATURE SHEET

The (Institution Name) \_\_\_\_\_, hereafter, the INSTITUTION, requests funding for Florida Heritage Project digitization as outlined in the following attachments.

The INSTITUTION acknowledges responsibility to maintain the attached timetable, provide cataloging, and to submit monthly statistical reports to the SUS Digitization Committee Chair.

#### Project Manager

**Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_  
(typed or printed)

**Date Signed:** \_\_\_\_\_

#### Director

**Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_  
(typed or printed)

**Date Signed:** \_\_\_\_\_

## CONTACT INFORMATION

**Institution Name:** \_\_\_\_\_

### Local Project Manager

Name: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Telephone: \_\_\_\_\_ FAX: \_\_\_\_\_

### Primary Selector:

Name: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Telephone: \_\_\_\_\_ FAX: \_\_\_\_\_

### Primary Cataloger:

Name: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Telephone: \_\_\_\_\_ FAX: \_\_\_\_\_

### Digitizing Service Agency:

**Select one:**     local/my institution     vendor/other SUS institution

Corporate/Institution Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Telephone: \_\_\_\_\_ FAX: \_\_\_\_\_

## SELECTION INFORMATION

### Targeted Collection:

**# Titles.** Total Number of Selected Titles: \_\_\_\_\_

Attach list of selected titles. A list must be provided in order to secure funding.  
Lists should include author/title, number of volumes, and page count.

**# Volumes.** Total Number of Selected Volumes: \_\_\_\_\_

**# TIFF Images.** Estimate Total TIFF Images: \_\_\_\_\_

NOTE: Estimate only TIFF image masters.

NOTE: The institution or its scanning institution also will be responsible for providing a JPEG derivative image for each TIFF image master. The institution, at its discretion, may also elect to send additional derivatives (e.g., PDF and SID files).

**Brief description of materials selected:** (information about format of materials, research value, etc.)

## ESTIMATED COST INFORMATION

**Internet Distribution Rights (Copyright Clearance) Costs**..... \$ \_\_\_\_\_  
Fees paid to copyright holders for internet distribution of protected works

**Total Shipping Costs** ..... \$ \_\_\_\_\_  
Shipping both to and from the scanning institution or vendor, plus insurance

**Image Conversion Costs**..... \$ \_\_\_\_\_  
Estimated cost of image conversion, including scanning and creation of any derivative file formats carried out by the institution, scanning institution, or vendor. Also include quality control and verification costs.

**Text & Mark-Up Services Costs**..... \$ \_\_\_\_\_  
Preparation of electronic text by OCR or re-keying as well as the application of mark-up  
Include spell checking, quality control, and verification costs

**MetaData Preparation Costs (OPS or Vendor)**..... \$ \_\_\_\_\_  
Preparation of structural, descriptive, and administrative metadata, including MARC cataloging of digital surrogates  
May include database construction and indexing (requires consultation with FCLA)

**“Archiving” & FTP Costs** ..... \$ \_\_\_\_\_  
Costs of CD-ROM media, FTP, and other related expenses  
Note: FCLA makes CD-ROM copies of FTPed files available to the holding institution upon request.

**Other Fees, Services, & Costs**..... \$ \_\_\_\_\_  
Provide explanation in attachment(s)

---

## BUDGET REQUEST

**Total Request** ..... \$ \_\_\_\_\_

The Florida Heritage Project does not fund conservation preceding or following digitization, copyright/distribution fees, or selection/retrieval and re-shelving costs. These costs must continue to be funded by the institution.

The Project also does not fund computer workstations, scanners, CD-ROM writers, or other hardware. These costs, however, may be paid from FCLA computer infrastructure funds allocated to the institution independent of the Florida Heritage Project

**Divide the total request into portions allocated to the holdings and scanning institutions and provide appropriate fund transfer information.**

**Portion of this request to be directed to the HOLDING INSTITUTION** ..... \$ \_\_\_\_\_

University ID: \_\_\_\_\_ Dept. ID: \_\_\_\_\_

Category/Program: \_\_\_\_\_ PeopleSoft Account Number: \_\_\_\_\_

Budget Officer Name: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Telephone: \_\_\_\_\_ FAX: \_\_\_\_\_

**Portion of this request to be directed to the SCANNING INSTITUTION** ..... \$ \_\_\_\_\_

University ID: \_\_\_\_\_ Dept. ID: \_\_\_\_\_

Category/Program: \_\_\_\_\_ PeopleSoft Account Number: \_\_\_\_\_

Budget Officer Name: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Telephone: \_\_\_\_\_ FAX: \_\_\_\_\_