



# New Project Questionnaire

(rev. 050712)

1. Suggested name for the Collection: (See <http://palmm.fcla.edu/collection.html> for examples of named collections)
  
2. Responsible department or institution:
  
3. Partner department(s) or institution(s) and primary contact:
  
4. Primary contact person at FIU Libraries: (name, email, phone)
  
5. Scope of the collection in terms of—
  - a. Subject(s)
  
  - b. Chronology
  
  - c. Geographic region(s)
  
  - d. Intended audience
  
6. Anticipated benefit to FIU user community (reference specific course titles or research programs where applicable):
  
7. Anticipated use in K-12 education (reference specific curricular standards, where applicable):

8. Does the proposed collection relate to or overlap with any significant digital collections, either in PALMM or elsewhere?

9. Genre(s) of target materials (e.g., archives, photograph or other images, published works, recorded sound or video, etc.):

10. Delivery formats (e.g., audio files, image files [raster/vector], multi-media [audio/video], text, etc.), specific as to (a) formats (e.g., JPEG, PDF, SID, TIFF, WAV, etc.) and (b) mark-up (e.g., EAD, HTML, TEI, etc.)

11. Size of collection (in terms of images, pages, sheets, linear feet, etc.)

12. Target funding agency/ies:

13. Rights management issues resolved?                      If no, please explain:

14. Submit a short list of representative titles:

15. Any additional comments or issues to consider?



Please refer to the attached sample 'New Project Questionnaire' for guidance on completing this form.

For additional assistance please consult with the  
Head, Digital Collections Center,  
FIU Green Library -- GL 835  
Phone: 305/348-6708

*Consultations by appointment only -  
please plan ahead!*