



New Project Questionnaire

(rev. 050712)

1. **Suggested name for the Collection:** (See <http://palmm.fcla.edu> 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
Digital Collections Center
FIU Green Library -- GL 825
Phone: 305/348-6485

*Consultations by appointment only -
please plan ahead!*