2024 Call for Canadiana Projects: Digital Content Sharing Project Application

We recommend reviewing the [Criteria for Selection and Prioritization of Digitization and Preservation Projects](#) and the [Canadiana Collection Development Priorities](#) as you complete this application.

This PDF is intended as an aid to develop the final version of your application. Final applications should be sent in via the [online form](#).

1. Name	
2. Title	
3. Institution	
4. Institution that holds the content to be digitized (if different from your institution)	
5. Business phone	
6. Email	
7. Title of project	

Project Description

8. Please provide a brief description of the scope and content of your project, including how it fits at least one of the following priorities:

- Content is reflective of the diversity of Canadians such as, but not limited to, diversity of race, ethnicity, gender identity, sexuality, class, and abilities; also under consideration are diversity of time period, geographic location, types of communities such as social, cultural, or political communities, and improving representation in the digital historical record.

- Content is at risk due to factors such as, but not limited to, potential physical deterioration or financial constraints at its home institution.

Technical Specifications

If a field is not applicable, please indicate by inserting N/A. If you need more space, please use the blank box at the end of this application.

9. What is the file format(s) of your items? Check all that apply.

TIFF files, at least 300 DPI	
JPEG files, at least 300 DPI	
Other (please specify)	

10. What is the approximate number of digital files in your project?

11. What is the approximate total file size of the digital material in your project?

12. What is the total number of items in your project, and what is their original format? (e.g. 48 books, 24 reels of microfilm, and 16 individual newspaper issues)

13. If your project contains serials (e.g. magazines, annual reports, newspapers) please state their frequency (e.g. daily, weekly, monthly) and approximately how many pages are included in each issue.

14. Does your project contain typed or handwritten material? Select all that apply.

Typed	
Handwritten	
N/A	
Other (please specify)	

15. Please state the language(s) of the material:

16. Do you have pre-existing Optical Character Recognition (OCR) files for the material in your project? If so, please state the format (e.g. PDF, Microsoft Word, Alto XML).

17. Do you currently have metadata for the items in your project? If so, please state the format (e.g. MARC21, Dublin Core).

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18. If your project contains serials, do you have issue-level metadata?

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19. Are you able to transfer your project files to CRKN via File Transfer Protocol (FTP)?

Yes	
No, I will transfer my project files via a physical hard drive (my institution is responsible for covering shipping costs)	
Other (please specify)	

20. Please provide any further details you have about the digitization of this material, such as when it was carried out, whether it was done in-house or outsourced to a commercial organization, etc.

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Additional Considerations

25. Is the material in your project in the public domain? If not, is your institution (or the institution that you are partnering with) able to license the material for reproduction?

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26. Does your project contain sensitive content, such as content that may be considered offensive or harmful, or content that you believe should not be openly accessible to the public?

27. Are there any timing considerations CRKN should be aware of, such as a fiscal year-end or grant funding deadline, that may affect your project?

28. Please use this space to add any additional details or comments.