

2026 Member Digitization Projects: Digital Content Sharing Project Application

We recommend reviewing the following documents as you complete this application:

- [Guide for Applicants](#)
- [Criteria for Selection and Prioritization of Digitization and Preservation Projects](#)
- [Canadiana Collection Development Priorities](#)

Please complete this fillable PDF form and send your application to digitization@crkn.ca.

Contact Information

Name	
Title	
Institution	
Institution that holds the content to be digitized (if different from your institution)	
Business phone	
Email	
Title(s) of content	

Project Description

1. 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.

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Project Budget

2. If the ingestion of your collection requires more than two hours of CRKN staff time, we will warn you that extra time will be required and explain the fees that could apply (see [Digitization Services](#) page). Extra time may be needed to adjust images for better OCR, adjust file names, to create new metadata, or if it is difficult to map existing metadata.

a) Do you have any budget funds to cover this contingency?

b) If you do not have additional funds for this contingency, would you consider breaking up the project into smaller parts so that one part can be completed this year?

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.

3. What is the file format(s) of your items? Check all that apply. Please attach a sample or screen shot of the file directory that shows file format, sizes, and naming conventions.

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

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

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

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6. 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)

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

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8. 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).

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9. Do you currently have metadata for the items in your project? If so, please state the format (e.g. MARC21, Dublin Core) and provide a sample (e.g. mrc, csv, json, xml files).

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10. If your project contains serials, do you have issue-level metadata? If so, please provide a sample.

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11. How do you plan to transfer your project files to CRKN?

Physical hard drive	
File transfer protocol (FTP)	
IIIF harvesting	
Other (please specify)	

12. 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

13. 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?

14. 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?

15. 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?

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