

2026 Member Digitization Projects: Digitization 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. Based on the technical specifications you fill in below and the fees described on our [Digitization Services](#) webpage, indicate the maximum budget you have allocated for this project:

3. If you do not have sufficient funds to digitize the entire collection you are proposing, 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.

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

Bound books	
Books that can be disbound	
Newspapers	
Serials	
Loose papers	
Microfilm	
Microfiche	
Other (please specify)	

5. What is the total number of items for each format that you checked in the previous question? (e.g. 48 books, 24 reels of microfilm, and 16 individual newspaper issues)

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6. What is the approximate number of individual pages in your project? (e.g. 48 books totalling 480 pages and 24 reels of microfilm totalling 24,000 pages)

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7. 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.

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8. What is the general condition of the items? Indicate below the most accurate description of condition, providing additional details if needed.

Excellent: majority of the items are undamaged, clean, legible, and can lie flat.	
Good: most of the items are relatively undamaged, clean, legible, and can lie flat.	
Fair: some of the items are damaged, dirty, illegible, or curled/folded.	
Poor: majority of the items are damaged, dirty, illegible, or curled/folded.	
I don't know.	
(Optional) Details about condition. Please explain your tolerance for damage that might result from handling items. You can attach images.	

9. What is the size of the items in your project? Check all that apply.

Page or image size is under 12" x 16"	
Page or image size is over 12" x 16"	
Book thickness is under 3"	
Book thickness is over 3"	
N/A (project is microfilm or microfiche)	
Other (please specify)	

10. Does your project include foldouts? If so, what is the size(s) of the foldouts?

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11. Does the material have any clasps, staples, taped pages, or other attachments that need removing in order to digitize? Please specify.

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

13. 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).

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

Additional Considerations

15. 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?

16. 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?

17. 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?

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