Federal Depository Library Program: Partnership Proposal Form

A. Partner Information
1. Organization
   Name _____________________________________________________________
   Address 1 _____________________________________________________________________
   Address 2 _____________________________________________________________________
   City _______________________________________  State ___________________________
   Zip Code ___________________________________ Depository Number _______________
   Web Address ____________________________________________________________________

2. Director/Dean
   Name _____________________________________________________________
   Title _________________________________________________________________________
   Address ______________________________________________________________________
   City _______________________________________  State ____________________________
   Zip Code ___________________________________ E-Mail __________________________
   Phone ______________________________________ Fax _____________________________

3. Primary Contact
   Name _____________________________________________________________
   Title _________________________________________________________________________
   Address ______________________________________________________________________
   City _______________________________________  State ____________________________
   Zip Code ___________________________________ E-Mail __________________________
   Phone ______________________________________ Fax _____________________________

B. Project Description
1. Type of Partnership
   ☐ Content  ☐ Service  ☐ Hybrid

2. Summary/Abstract
   Provide a brief overview of the project and the URL to the project’s Web site (if applicable).

3. Description
   A. Objectives and Background
      Explain why your institution undertook or plans to undertake this project, what the goals of the project are and if any additional organizations are involved with the project.

   B. Timeline
      Explain when the project started, milestones, and estimated date of completion.
D. Cost Estimate
What are the estimate costs to complete this project?

C. Expectations of a Partnership with the U.S. Government Printing Office
Explain the role your institution sees GPO taking in a partnership.

D. Supplementary Information
Include any additional documentation on the project your institution would like GPO to review when evaluating this proposal. Submit a sample 20-30 bibliographic records if the proposed partnership involves the exchange of bibliographic metadata.

E. Project Specific Information
If the proposed partnership relates to digitization, the use of existing digital content, or bibliographic metadata, please complete the appropriate section(s).

I. Digitization
1. Describe types and original formats of material that was or will be digitized and the quantity of each.
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

2. Describe the digitization specifications that were used or will be used in this project. GPO’s specifications for converted content are available at http://www.gpoaccess.gov/legacy/registry/fdsysspec_converted_content3.3.pdf
A. Preservation Master
B. Access

3. Describe the quality control plan. GPO’s specifications for quality control are available at http://www.gpoaccess.gov/legacy/specification-qc-v1-1.pdf
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

4. Describe how the administrative and technical metadata was or will be produced.
______________________________________________________________________________
______________________________________________________________________________
5. Describe plans for preservation and maintenance of the digital files.

6. Describe how the digitized material will be made available to the public.

II. Maintenance of Existing Digital Content

1. Describe the types and formats of digital material that will be preserved.

2. Describe how this digital content will be made available to the public.

3. Describe plans for preservation and maintenance of the digital files.
III. Repurposing GPO Created Digital Content

1. Describe the types and formats of digital material that was repurposed.

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

2. Describe how the repurposed material will be made available to the public.

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

3. Describe plans for preservation and maintenance of this material.

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

IV. Metadata Exchange

1. Cooperative cataloging membership
   □ CONSER Member  □ PCC Member  □ BIBCO Member

2. Are these records AACR2 compliant?
   □ Yes  □ No

3. Describe the level of cataloging used for these bibliographic records
   □ Full cataloging
   □ Minimum cataloging

   Indicate the fields included in the record

   ________________________________________________________________

4. Are the records in MARC communication format?
   □ Yes
   □ No

   Indicate the format

   ________________________________________________________________
5. Describe the classification used in these bibliographic records
   - SuDoc
   - Library of Congress
   - Dewey
   - Other

6. Have these records been added to OCLC?
   - Yes
   - No

7. Is the database where these records are stored Z39.50 compliant?
   - Yes
   - No

8. Will your institution grant GPO permission to revise the records to bring them into compliance with GPO and PCC standards and practices?
   - Yes
   - No

9. Will your institution impose any restrictions on the use of the records
   - Yes
   - No
   Describe the restrictions
   _________________________________________________________________
   _________________________________________________________________
   ___________

10. Will your institution grant GPO permission to redistribute these records?
    - Yes
    - No

11. Will your institution require GPO to transfer copies of the updated records to your ILS?
    - Yes
    - No