

Guidelines for Proposals

The University of British Columbia Library welcomes proposals of online content to be included in our web archives collections. In order for a proposal to be considered, the following information should be submitted by the proponent.

Please note that the capture of the following types of content may be restricted due to crawling technology limitations such as JavaScript files, streaming and downloadable media, database driven or password protected content, etc.

Please complete this form as best possible and email to digitization.centre@ubc.ca when complete. Please feel free to contact us with any questions.

Proposed by:

Name:	
UBC Department/Faculty (if applicable):	
Email:	Telephone:

1. Do you wish to propose content to complement an existing UBC web archive collection (available at <https://archive-it.org/organizations/734>) or to create a new collection?
 Existing web archive collection (name): _____
 New web archive collection.
2. Please provide information for each URL you would like us to include in our web archives. For each URL, please specify the relevant content you are interested in capturing (e.g. all content related to a specific topic, certain PDF files etc.).

1	Title/Short description:
	URL:
	Content of relevance:

2	Title/Short description:
	URL:
	Content of relevance:

3	Title/Short description:
	URL:
	Content of relevance:

3. Does the material have intrinsic value to current students, researchers or the broader community? Please indicate all that apply and outline your rationale with reference to the categories in our Digital Collection Development Policy:

- Research, public or governmental interest
- Historical or geographically local significance
- Complementarity to relevant existing collections
- Content produced by the university or affiliated organizations

4. To help us evaluate the proposed content, please select the alternative that best applies for each section, as well as any other relevant notes.

Copyright:					
<input type="checkbox"/>	Copyrighted material, technologically protected to avoid crawling or with a notice explicitly unauthorizing crawlings.	<input type="checkbox"/>	Only a fraction of the material is copyrighted or protected to avoid crawling.	<input type="checkbox"/>	Public domain or open copyrighted material, or copyrighted material with no digital lock protection.

Notes: _____

Risk of disappearance:					
<input type="checkbox"/>	Unlikely disappearance. Very stable webpage with content of long term interest and low risk of decommissioning or censorship.	<input type="checkbox"/>	Potential. Possible redesign to be released soon; partial decommissioning or censorship probable; part of the content is ephemeral; among others.	<input type="checkbox"/>	Imminent; website decommissioning was announced; subject is ephemeral or of time-limited interest; website is subject to government censorship; etc.

Notes: _____

Originality:					
<input type="checkbox"/>	Digital material has identical copies in paper, in good conditions.	<input type="checkbox"/>	Digital material has partial copies in paper, or has copies in poor conditions.	<input type="checkbox"/>	Unique born digital resource, or digital versions of rare or unique materials.

Notes: _____

Frequency of update:					
<input type="checkbox"/>	Very rarely updated; almost static content.	<input type="checkbox"/>	Updated on a regular basis; current content.	<input type="checkbox"/>	Frequently updated; new content is added in a fast pace.

Notes: _____

Overlap with other Web Archiving initiatives:

<input type="checkbox"/>	There are other initiatives archiving the same content in a good depth and it is made publicly accessible.	<input type="checkbox"/>	There are other initiatives archiving the same content but it is not made publicly accessible, or it is not made at a good depth.	<input type="checkbox"/>	There are no other initiatives archiving the same content.
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Notes: _____

5. Does this project need to be completed by a certain date? If so, please indicate the necessary completion date and reason for deadline.

6. Large web archiving projects may require additional resources. Does the project have any sources of funding that you are aware of (ie. funds from other departments or faculties, funds from granting agencies or individuals etc.)?

7. Do you know the contact information for the webmaster or owner of the site?

8. Is there any other information about the project that you would like to add?

Thank you! We will be in contact as soon as we have an opportunity to review your proposal.