

Support Request Proposal Form

Learning Experience Design

Comprehensive scanning services are provided as part of our support for course development projects. Collections of historic research (slides, photographs, or film) are also considered based on the potential for support of academic course offerings that require archival quality preparation of digital files targeted for network access in a repository. Each scanning project is scheduled for the calendar year with considerations for staff time and our standards based equipment configurations. In order to accommodate this process, we require all proposals for support be submitted using this form.

We will consider proposals from faculty, teams of faculty, or from departments having needs related to converting existing collections of analog images to digital format. Each proposal will be reviewed for appropriateness and scheduling prior to determining acceptance by our department. Applicants of accepted proposals will be notified as quickly as possible.

Collection Name: _____

Departmental Administrative Sponsor: _____
Name Title

Project Description (one paragraph abstract describing the academic significance of this collection):

Scope of Project: ☐ one time request ☐ first phase of a more complex project

Time Line for Project Completion: STARTING ____ / ____ / ____ COMPLETION ____ / ____ / ____

Description of Material Format (item count of 35mm slides, photographs, printed pages, films, etc.):

Proposed Delivery Schedule: ☐ weekly ☐ biweekly ☐ monthly

Submitted by: **Name:** _____

Department: _____

Email: _____

Phone: _____