Federal Depository Library Program:
Partnership Proposal Form

U.S. GOVERNMENT PRINTING OFFICE
KEEPING AMERICA INFORMED

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.

_____
_____
_____
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_____

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