

Institute of Museum and Library Services (IMLS): IMLS: Digital Content

I. Mandatory: Intellectual Property Rights and Permissions

What will be the intellectual property status of the digital products (content, resources, assets, software, or datasets) you intend to create? who will hold the copyright(s)? How will you explain property rights and permissions to potential users (for example, by assigning a non-restrictive license such as BSD, GNU, MIT, or Creative Commons to the product)? Explain and justify your licensing selections.

Guidance:

- [Institute of Museum and Library Services Grants](#)
- [Federal Agencies Digitization Guidelines Initiative \(FAGDI\)](#)
- [General Terms and Conditions for IMLS Discretionary Grant and Cooperative Agreement Awards](#)

What ownership rights will your organization assert over the new digital products and what conditions will you impose on access and use? Explain and justify any terms of access and conditions of use and detail how you will notify potential users about relevant terms and conditions.

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If you will create any products that may involve privacy concerns, require obtaining permissions or rights, or raise any cultural sensitivities, describe the issues and how you plan to address them.

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II. Creating or Collecting New Digital Content, Resources, or Assets

Describe the digital content, resources, or assets you will create or collect, the quantities of each type, and format you will use.

Guidance:

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List the equipment, software, and supplies that you will use to create the content, resources, or assets, or the name of the service provider who will perform the work.

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List all the digital file formats (e.g., XML, TIFF, MPEG) you plan to use, along with the relevant information about the appropriate quality standards (e.g., resolution, sampling rate, pixel dimensions).

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III. Workflow and Asset Maintenance/Preservation

Describe your quality control plan (i.e., how you will monitor and evaluate your workflow and products).

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Describe your plan for preserving and maintaining digital assets during and after the award period of performance. Your plan may address storage systems, shared repositories, technical documentation, migration planning, and commitment of organizational funding for these purposes. Please note: You may charge the federal award before closeout for the costs of publication or sharing of research results if the costs are not incurred during the period of performance of the federal award (see 2 C.F.R. 200.461)

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- [Federal Agencies Digitization Guidelines Initiative \(FAGDI\)](#)
- [General Terms and Conditions for IMLS Discretionary Grant and Cooperative Agreement Awards](#)
- [2 CFR § 200.461-2017 Publication and Printing Costs](#)

IV. Metadata

Describe how you will produce any and all technical, descriptive, administrative, or preservation metadata. Specify which standards you will use for the metadata structure (e.g. MARC, Dublin Core, Encoded Archival Description, PBCore, PREMIS) and metadata content (e.g. thesauri).

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Explain your strategy for preserving and maintaining metadata created or collected during and after the award period of performance.

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Explain what metadata sharing and/or other strategies you will use to facilitate widespread discovery and use of the digital content, resources, or assets created during your project (e.g., an API [Application Programming Interface], contributions to a digital platform, or other ways you might enable batch queries and retrieval of metadata).

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V. Access and Use

Describe how you will make the digital content, resources, or assets available to the public. Include details such as the delivery strategy (e.g., openly available online, available to specified audiences) and underlying hardware/software platforms and infrastructure (e.g., specific digital repository software or leased services, accessibility via standard web browsers, requirements for special software tools in order to use the content).

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Provide URL(s) for any examples of previous digital collections or content your organization has created.

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