Augustana Digital Commons: New Project Intake Form

To help us understand your project and create an appropriate space for it in Augustana Digital Commons, please fill out this form. Return to [digitalcommons@augustana.edu](mailto:digitalcommons@augustana.edu), Librarian Connie Ghinazzi ([connieghinazzi@augustana.edu](mailto:connieghinazzi@augustana.edu)), or your division’s liaison librarian.

Name of project:

Briefly describe the project:

This project includes (check all that apply):

\_\_\_\_\_ Student work (scholarship, research, creative works, etc.)

Is this project connected to a specific course and/or faculty member/advisor? If so, please identify:

\_\_\_\_\_ Faculty work (scholarship, research, creative works, etc.)

\_\_\_\_\_ Administrative documents of the college

\_\_\_\_\_ Governance documents (meeting minutes, committee work, etc.)

\_\_\_\_\_ Journal / magazine content

\_\_\_\_\_ Other (please specify):

What type of content does this project include? Check all that apply:

\_\_\_\_\_ Text documents (.docx, .pdf, etc.) \_\_\_\_\_ Powerpoint slides

\_\_\_\_\_ Images (.jpg,. gif, etc.)

\_\_\_\_\_ Videos (please specify file format):

\_\_\_\_\_ Audio files (please specify file format):

\_\_\_\_\_ Other (please specify):

Are there any access restrictions (e.g., limited to the Augustana community for a specified time period) or can the project be publicly accessible to anyone worldwide?

Has any content in this project been previously published? If so, where?

Is all content in this project born digital? (Or has it been scanned from a print original?)

Is there anything else we should know about this project in relation to publishing it in Augustana Digital Commons?