Born-Digital Project Planning Form

Checklist

☐ Required faculty consult meeting with University Libraries (prior to designing and assigning project)

☐ Completed copyright permissions form. This form addresses copyright permissions and use of the work by Clarkson University.

☐ Completed participant form (all participants need to complete a form). This form gives Clarkson University details regarding your submission.

☐ Submission in proper format (see requirements below)

Project Hosting

- New York Heritage Project
- Clarkson University Libraries – Ask a Librarian YouTube Channel
- Empire State Library Network Institutional Repository (coming in 2021-2022)

Digital Format Requirements

Audio Files: MP3, M4A

Video Files: MP4; h.264 encoded; MOOV atom at beginning of file

Image Files: Archival PDF/a, JPEG, JPEG2000, PNG, GIF

Document Files: Archival PDF/a, PDF

*To use any other file type, please contact the library in advance.

Recommended Audio/Visual Software

- Audacity
- Adobe Premiere
- Final Cut
- iMovie
- Any other software that will export to the formats listed above

*To use any other software, please contact the library in advance.

For Additional Assistance Contact:

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