

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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