

Digital Scholarship Team Intake Worksheet

University of California Irvine

For discussion on <date>

Your Name:

Name of faculty or campus unit requesting a service:

Questions:

Does the researcher have the rights to deposit the material and make it available to the others? (See [UC Copyright](#) for more information.) Explain any potential limitations on access.

What options have you investigated for managing this content (e.g., [eScholarship](#), etc.)? (See page for [Identifying Digital Scholarship Services](#).) Why do you think a customized option or UCISpace is more appropriate?

Describe the content. What is it? How is it significant? Who would make use of the content? What kind of impact could the project have?

Describe the digital files. What file format? How many are there? How much storage is required? What software is required to use the files? How are they stored now?

What does the researcher want to do with the digital files? What functionality is desired from a proposed digital solution?

Is there any existing metadata or other description to identify the content of each of file? If not, is the researcher willing to create the metadata to identify the content of each file? Do they have funding to pay for staff (library staff or a research assistant) to do this work?

What is the desired time frame? Are there any time constraints?

Any other pertinent information or recommendations?

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