

*Please complete and submit to the National Library of Australia (NLA) to scope your digitisation project.*

| **Description** | ***Complete details below:*** | |
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| **Organisation** |  | |
| **Contact name** |  | |
| **ABN** |  | |
| **Contact Details**  *Person we should contact at your organisation in relation to Digitisation Services.* | Name: |  |
| Address: |  |
| Email: |  |
| Telephone: |  |
| **Invoice Contact Details**  **(Billing Officer)**  *Please indicate where invoices should be sent if different to above* | Name: |  |
| Address: |  |
| Email: |  |
| Telephone: |  |
| **NUC code, if known**  *[A NUC is a unique identifier for organisations contributing information to the*[*Australian National Bibliographic Database (ANBD)*](https://trove.nla.gov.au/partners)*and/or to*[*Trove*](http://trove.nla.gov.au)*.]* |  | |

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| **Partner organisation**  *If your organisation is not currently a Trove member, is a Trove Collaborative Services Partner supporting this project?* | Name: |  |
| Address: |  |
| Email: |  |
| NUC code: |  |
| **Material to be digitised**  *Note:*   * *We only digitise complete publications (e.g., not partial reels, or sections of books or journals)* * *For hardcopy source material please provide physical descriptions (e.g., dimensions, fragility, foldouts, and colour plates, inserts etc;)* * *Indicate whether source material is complete and suitable for digitisation*   ***We accept projects under 500 pages at our discretion*** | Format: |  |
| Microfilm  Hardcopy | |
| Title: |  |
| Date Range: |  |
| Physical Description: |  |
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| **Borrowing and copyright permissions**  *If the source material is borrowed, confirm that the institution has agreed to lend the material for the purpose of it being digitised on Trove.*  *If the material is in copyright obtain and record permissions from the copyright holder, using the NLA Access Agreement form (which we will provide).* |  | |
| **Number of pages to be digitised**  *Please estimate the number of pages, noting that a sheet of paper is two pages (front & back).*  *Include front, back and inside covers, fold-outs, inserts and all blank pages, as these are all required to be digitised. We can supply an inventory template.*  *Estimations are based on proposed page counts and may be inaccurate. The final page count is unknown until digitisation has been completed.*  ***We accept projects under 500 pages at our discretion*** |  | |
| **Desired completion date**  *Note: we plan projects 6 months in advance and are usually unable to meet tight timeframes.* |  | |
| **Maximum budget or hard financial limits *(if applicable)***  *As mentioned above, estimates are based on proposed page counts and may be inaccurate. The final page count is unknown until digitisation is completed. Please state any hard budget limits (incl. GST).*  *We will seek your advice on how to proceed prior to reaching the limit. Please nominate a contact person.* |  | |

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| **Attribution**  *Provide the names of the organisations or individuals for online Attributions (acknowledgement).*  *If any are a Trove Collaborative Services member, please include their NUC symbol (if known).* |  |
| **Purchase order details (Optional)**  *If a purchase order is required add the detail here.* |  |
| **Digitisation organisation statement *(Optional)***  *You can opt to provide a statement about why the collection is being digitised (e.g., to celebrate an organisational an anniversary, etc.).* | *I/We agree to Trove (NLA) using this statement for future publicity and reporting?* |

*Please include any relevant communications between yourself and the owner/lender of the source material or State Library.*