

## Schedule 4 – Digitisation RFQ Form



### Trove Collaborative Services Agreement Digitisation Request for Quote Form

The Trove Partner is to complete and submit this Digitisation RFQ Form to the NLA where it wishes to use the Digitisation Services.

Description	Details
Trove Partner's name	<insert Trove Partner's name and ABN>
Trove Partner contact person details	<Insert the details of a contact person who the NLA should contact in relation to the Digitisation Services and to whom invoices will be sent> Name: <insert> Address: <insert> Email: <insert> Telephone: <insert>
Material covered by this Order	<Insert details of material to be digitised, including: <ul style="list-style-type: none"><li>• the format of source material (eg book, journal, newspaper, pamphlet, microfilm or hard copy);</li><li>• if the source material is not microfilm, a physical description of the item(s) including dimensions, fragility, fold-outs and colour plates;</li><li>• the title of the source material (if applicable);</li><li>• date ranges;</li><li>• whether the source material is complete and suitable for digitisation; and</li><li>• the language(s) contained in the source</li></ul>

Description	Details
	material>
Location of source material	<insert>
Borrowing and copyright permissions	<p>&lt;If source material is borrowed, please confirm that the lending institution has agreed to lend the material for the purpose of it being digitised into Trove&gt;</p> <p>&lt;Please confirm that copyright permission from the copyright owner has been given where the source material is still in copyright&gt;</p>
Number of pages to be digitised	<Please estimate the number of pages that are required to be digitised>
Additional stakeholders	<Please identify any non-Trove Partner stakeholders involved and provide contact details should the NLA need to contact them regarding the digitisation request>
Required completion date	<If the Trove Partner requires the digitisation to be completed by a certain date, insert that date here>
Maximum budget	<If the Trove Partner has a budgeted amount it cannot exceed, please insert that amount here. Otherwise, write 'N/A'>
Request for Optional Digitisation Services	<If the Trove Partner requires any Optional Digitisation Services described in paragraph 1.3 of Schedule 3, please list here>