



Request to Open a Personal Collection in Luna Insight – CAUS Proposals

CAUS faculty are encouraged to submit proposals to open “Personal Collections” in support of teaching and research endeavors. All proposals will be reviewed by an Insight Collection Manager to determine acceptance for support.

★ Please review the attached sheets that explain the policies and procedures for using the Personal Collection software at Virginia Tech, as well as image and data standards.

Steps:

1. Submit your proposal.
2. Proposal review/acceptance.
3. Consultation with Collection Manager (database structure, image requirements, general expectations, etc.)
4. Software set-up and training.
5. Regular communication with Collection Manager.
6. Regular contributions of images from Personal Collection to Main Collection(s).

Requestor: _____ **Department:** _____

Email: _____ **Office Phone:** _____

Personal Collection Scope - provide a brief statement summarizing the general subject(s) of your collection and how you use (or will use) this collection for instruction and/or research. Please note any specific courses that you use (or plan to use) this collection for:

Personal Collection Size(s) and Format(s) - provide a brief description of your collection including: number of images, image size(s) and image format(s).

Potential Contributions to Main Collection(s): specify images or groups of images within your personal collection that you would like to submit to the main Art, Architecture and Design or to another image collection in Insight.

Time Line - specify any time line you may have for posting your collection online.