

I. Identify the Collections

Collection name or general description:	
Date range:	
Location:	
Collection size:	
Will the collection grow? If so, what rate:	
Format of items (and number, length if applicable):	
Collection Evaluator:	
Evaluation Dates:	
Project Timeline:	
Score (add up from Scorecard on last page):	

II. Copyright

Circle values below

Who owns the copyright for the items?	No	Yes
Is it in the public domain? http://www.copyright.cornell.edu/public_domain/ If yes, skip to section IV: Digitization and Existing Digital Items.	0	5.5
Does the University of Oregon own the copyright?	0	1
Do we know who the copyright owner is?	0	.5
<i>Are they findable / alive?</i>	0	.5
Do we have permissions for online distribution?		
The copyright owner has granted permission for online use?	0	1
The material has been licensed for online use?	0	1
The copyright owner granted permission for library use long before the concepts of "digital" or "online"?	0	.5
Restrictions		
Can the online versions be made available with a Creative Commons Attribution-Noncommercial-No Derivative Works 3.0 license? http://creativecommons.org/licenses/by-nc-nd/3.0/us/	0	1

Will the collection or items in the collection require restriction to the UO campus?	1	0
Will the collection or items in the collection require restriction to a particular class or for a particular time period?	1	0
Do we have permission to redistribute full resolution versions or make prints/copies for patrons beyond the digital collection?	0	.5
TOTAL		

Is the copyright covered by international copyright? No Yes

If circumstances differ from any of the above scenarios, please describe below:

If copyright permission is not available, stop here.

III. Demand / Value

a. Audience

Circle values below

Will the collection be used by faculty for instruction or research?	No or unknown	1 faculty member or single class	Within one department	In more than one department across campus
Research	0	1	3	5
Instruction	0	1	3	5
Will the collection be used in student research (in a year)?	No	By about 5 students	By more than 5 students	By students in multiple departments
	0	1	3	5
Please list classes and/or faculty names:				
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Are there other audiences for this collection? Choose all that apply and add.	UO campus programs	Programs/organizations Affiliated with UO	Other orgs./institutions in Oregon or Oregonians in general	Outside organizations or individuals
	1	1	1	1

Please describe specific audience(s) from categories selected above.

Is this important for our remote UO programs?	No	Yes by about 5 individuals	Yes, for a group or class
	0	1	3

If yes, please describe.

TOTAL	
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b. Mission

Circle values below

	No	Somewhat	Yes
Are there currently other access points to the items which help users locate the items or know they exist? (e.g. finding aid, catalog record)	1	.5	0
Does this collection lend itself to promoting interactivity in creating the collection or with web 2.0 social features as part of the collection?	0	.5	1
Would the collection highlight a strength or unique collection of the UO Libraries' collections?	0	1	2
Would the collection highlight a strength or special area of research in UO academic programs?	0	1	2
TOTAL			

If yes or somewhat to any of the above, please describe below (on next page):

c. Need

Circle values below

	No	Somewhat	Yes
Is there a current demand for online access?	0	1	2
If no current demand, is there anticipated future demand for online access?	0	1	2
Will digital versions promote the physical materials or preserve the originals?	0	1	2
TOTAL			

If yes or somewhat to any of the above, please describe below:

Will this project encompass the complete collection? No Yes

Will online access generate demand for more items or related items from the collection to be digitized?

No Yes

Please describe.

d. Collaboration

Circle values below

	No	Yes
Are there other related items in UO Libraries' collections that could be part of this collection?	0	3
Are there other related items at UO that could become part of this collection?	0	2
Are there other related items in other affiliated institutions' or organizations' collections that could become part of this collection?	0	2
Is there a larger digital collection in existence that this collection could participate in?	0	1
TOTAL		

If yes to any of the above, please describe below:

Have other related projects been done here No Yes **or elsewhere?** No Yes

If yes, please describe project and impact of the project if known.

Does an identical collection exist that is freely available and provides high enough quality for our users?

No Yes

If yes, please describe why this project should proceed as a unique UO collection.

IV. Digitization and Existing Digital Items

a. General

Circle values below

	No	Yes
Are there any special conditions or handling issues (please describe)	1	0
Would digitizing them help to preserve the originals?	0	1
Do items in the collection require version control? (e.g. draft 1 and final draft; jpeg and jp2) Please specify:	1	0
TOTAL		

Please describe the general condition of the materials:

Are there any special security or storage concerns? No Yes

If yes, please describe below:

For sections b-d, please fill out the appropriate sections for your project and then skip to Section V. Metadata.

b. Print, Photographs, and 3-d items that need to be photographed

Circle values below. If any values are n/a, select the column with pts in it.

	No	Yes
Can the items be disbound or removed from frame mount?	0	1
Are the materials oversize (11 X 17)?	1	0
Will the Beach Lab need to be involved in rebinding or repairing items after digitization?	1	0
Will the materials be able to be fed through a multiple sheet or a slide scanner?	0	1
Will multiple angles need to be photographed?	1	0
TOTAL		

Is part or the whole collection available in microfilm? No Yes

If yes, please fill out the following section:

Microfilmed by _____

When was it microfilmed? _____

Does UO own the master negative microfilm? No Yes If not, is it available for loan? No Yes

What format is the film? 16mm 35mm Other microformat _____

c. A/V materials

Note: Because we do not have the infrastructure for digitizing A/V materials, additional funding must be obtained for the project to proceed.

Circle values below

	No	Yes
Does the material need to be cleaned or repaired prior to digitizing? (Do sound discs need to be cleaned? Do splices in audiotapes need to be repaired? Do films need to be cleaned?)	1	0
Are the playback specifications of the items known?	0	1
Does the library own the appropriate playback equipment?	0	1
Does the library have a relationship with a vendor to digitize the material?	0	1
Will both compressed and uncompressed versions need to be made?	1	0
TOTAL		

d. Digital Materials

Are any of the materials born digital? No Yes

Have any of the materials previously been digitized? No Yes

If yes, to either of the above,

	No	Yes
Are the files in a proprietary format? (E.g. Microsoft Word, Photoshop, SPSS)	1	0
Does the material have a specified structure? (datasets, webpages, etc) Please specify:	1	0
Are there preservation quality files? (E.g. tiff, wav, PDF-A)	0	1
Is there evidence of data corruption that may need to be repaired?	1	0
Does the library support the software required to view/use the material?	0	1
TOTAL		

Please fill out the following chart for each version or file type to the best of your knowledge

File Type	Resolution / Bit rate	Size	Colorspace	Other information

V. Metadata

a. General Knowledge

Circle values below

	No	Yes, but questionable	Yes, and authoritative
Is there adequate existing knowledge about the items? (including source, date, creator) If knowledge is mixed, circle the value for the highest in the collection and note that other materials without knowledge may not be able to be part of the project.	0	.5	2
TOTAL			

b. Metadata Assignment / Cataloging

Circle values below

	No	Yes
Will a subject expert be willing and available to help assign metadata? (beyond LCSH)	0	1
Is there a standard Thesaurus for the discipline (including LCSH)?	0	1
What level of metadata is required?		
Subject analysis	.5	0
Personal authority work	1	0
Genre terms (e.g binding, script style)	1	0
Geographic location (e.g. GIS points)	1	0
How thorough will the metadata be?		
Folder level or grouping level metadata?	0	.5
Item level cataloging	1	0
TOTAL		

c. Full text

Is full text necessary for your collection? No Yes

If no, **award 3 pts** and skip to section d. Metadata for Other Systems.

Circle values below

OCR	No	Yes
Do the items need OCR (Roman characters)	0	.5
If so, would it have to be corrected?	0	.5
Does it have full text embedded already?	0	1
Transcription		

Do the items require manual transcription?	.5	0
Are they in a non-English language?	.5	0
Is someone committed to transcribing them? If so, who?	0	1
TOTAL		

d. Metadata for Other Systems

Is additional cataloging required for this collection? No Yes

If yes, select record types/systems below:

MARC/Library Catalog EAD/Finding Aid VRA Core/VireoCat Other _____

If multiple records per system are required, please describe below:

If additional cataloging is required, the units responsible for those records will have to sign off before the project begins.

VI. Funding

Circle values below

Are funds available? No Yes

If yes, please describe the source(s), amount(s), and any restrictions.

If yes, how much of the project might be covered by those funds?	Some	Most (over 70%)	All
	2	5	8
TOTAL			

VII. Management

Circle values below

	No	Yes
Does someone in the library and involved in the project have related content expertise?	0	2
Does someone in the library have contact with the users of this collection on a regular basis (several times a year)?	0	2
Is someone committed to the production (getting materials to and from the digital processes) and evaluation of this collection?	0	2
Is someone committed to the long-term stewardship of this collection in agreement with his/her supervisor (if applicable)?	0	2
TOTAL		

VIII. Interface

Circle values below

The interface for this digital collection requires	New system	New interface built on top of existing system (E.g. Leadership & Legacy like)	Can use CONTENTdm or DSpace with standard Library Digital Collection HTML templates
	0	.5	2
TOTAL			

Scorecard Tally

II.	Copyright	_____ /5.5
III.	Demand / Value	
	a. Audience	_____ /22
	b. Mission	_____ /6
	c. Need	_____ /4
	d. Collaboration	_____ /8
IV.	Digitization and Existing Digital Items	
	a. General	_____ /3
	b. Print, Photographs, & 3d objects	_____ /5
	c. A/V materials	_____ /5
	d. Digital Items	_____ /5
	If you filled out more than one section for b-d, please add your values and divide by the number of sections for one score	_____ /5 (÷ from above)
V.	Metadata	
	a. General Knowledge	_____ /2
	b. Metadata Assignment / Cataloging	_____ /7
	c. Full text	_____ /3
VI.	Funding	_____ /8
VII.	Management	_____ /8
VIII.	Interface	_____ /2
TOTAL		_____ /83.5

Scores	0-52	53-67	68-83.5
	Low priority	Moderate priority	High priority