# **Digitization Evaluation Form**

| **Evaluation Criteria** | **Notes** | **Score 0-3**  |
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| Preservation Needs (30%)* Material is in a state of deterioration
* Material is handled often by staff and patrons and digitization will help preserve its condition
* Material is fragile
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| Access (20%)* Material is used often and digitization is likely to provide enhanced usability
* Material is already comprehensively organized, making metadata creation easier to produce
* Material is in public domain or UDSH maintains copyright
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| Uniqueness (15%)* Material is unique to your institution
* Material context covers unique or widely unknown events, peoples, and/or places
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| Demand (15%)* Digitization of material will generate broader use of your institution’s resources
* Digitization of material is time sensitive
* Digitization of material has come at the request of a stakeholder (donors, community partners)
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| Feasibility (20%)* Material can be easily gathered and organized for digitization
* Sufficient staff time and resources available for digitization
* Current partnerships and/or contracts can be used in digitization
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