# **Digitization Evaluation Form**

| **Evaluation Criteria** | **Notes** | **Score 0-3** |
| --- | --- | --- |
| 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 |  |  |
| 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 |  |  |
| Uniqueness (15%)   * Material is unique to your institution * Material context covers unique or widely unknown events, peoples, and/or places |  |  |
| 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) |  |  |
| 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 |  |  |