



### Digital Project Evaluation Form

	Evaluation point	Yes	No	Comments
1	The materials to be digitized and the overall scope of the project have been clearly identified	<input type="checkbox"/>	<input type="checkbox"/>	
2	The benefits made possible by digitizing have been identified and an effective argument has been made for the significance of the materials and the project.	<input type="checkbox"/>	<input type="checkbox"/>	
3	How the digital project will enhance the intellectual value of the material have been discussed	<input type="checkbox"/>	<input type="checkbox"/>	
4	The audience of the project is clearly identified	<input type="checkbox"/>	<input type="checkbox"/>	
5	Issues related to search and discovery of the materials has been identified	<input type="checkbox"/>	<input type="checkbox"/>	
6	Other projects with which this one can be compared, both internal and external, have been discussed	<input type="checkbox"/>	<input type="checkbox"/>	
7	Additional, existing digital resources that would enhance the material in the project have been identified	<input type="checkbox"/>	<input type="checkbox"/>	
8	The ability to share material outside KU has been addressed	<input type="checkbox"/>	<input type="checkbox"/>	
9	The intellectual property status of the material to be digitized has been discussed	<input type="checkbox"/>	<input type="checkbox"/>	Materials are in the public domain
		<input type="checkbox"/>	<input type="checkbox"/>	Copyright is held by KU
		<input type="checkbox"/>	<input type="checkbox"/>	There is a plan for managing rights and permissions for the project
10	The status of cataloging records or metadata requirements have been addressed	<input type="checkbox"/>	<input type="checkbox"/>	
11	Special training or ongoing technical support has been identified	<input type="checkbox"/>	<input type="checkbox"/>	
12	Initial information on a timeline and project budget have been provided	<input type="checkbox"/>	<input type="checkbox"/>	
13	The necessary expertise and resources to plan and implement the project are available in-house.	<input type="checkbox"/>	<input type="checkbox"/>	
14	On-going costs have been identified	<input type="checkbox"/>	<input type="checkbox"/>	
15	Current technology is adequate to yield the quality desired	<input type="checkbox"/>	<input type="checkbox"/>	
16	The physical condition of the collection has been assessed.	<input type="checkbox"/>	<input type="checkbox"/>	

17	Scope of <i>digitization</i> effort	<100 items	101-500 items	>500 items
18	The goal of this project from a preservation perspective	<input type="checkbox"/> Creation of faithful reproductions to replace deteriorating materials		
<input type="checkbox"/> Creation of faithful reproductions to reduce handling of fragile and/or valuable materials				
<input type="checkbox"/> Improved intellectual control				
<input type="checkbox"/> Added functionality				
<input type="checkbox"/> Cost savings				
<input type="checkbox"/> No specific preservation issues apply				
Other comments and considerations				