



Selection Criteria for Digital Project Proposals

Content created in partnership with the Scholar Services Program and using its resources must meet the following conditions:

- *Support current teaching or research programs of the University.*
- *Respect intellectual property rights.* By signing a partnership agreement, Scholar Services partners warrant that they have the right to digitize materials selected for their projects. *Federal law and University of Kansas Intellectual Property Policy determine intellectual property rights for the digital content.* Scholar Services seeks no ownership interest in content hosted on its systems or created under its auspices. Scholar Services partners grant to the University the non-exclusive right to reproduce, translate (as defined below), and/or distribute your submission (including the metadata and abstract) worldwide, in any format or medium for non-commercial, academic purposes only. You agree that KU may, without changing the content, translate the submission to any medium or format and keep more than one copy for the purposes of security, back up and preservation. You also represent that, to the best of your knowledge, the material contains no libelous or other unlawful matter and makes no improper invasion of the privacy of any other person.
- *Follow current standards* for metadata and content formats, as outlined in “KU Digital Initiatives – Recommended Standards and Best Practices for Digital Projects” (<http://kudiglib.ku.edu/planning/index.shtml>).
- *Be freely available* to all users throughout the world (for public domain materials held by the University; Scholar Services may partner in the acquisition of proprietary digital collections that must be access-controlled). Scholar Services recognizes that many of the cultural and intellectual assets of the University must be protected against exploitation by third parties and that the University has a legitimate interest in receiving revenue from certain uses of them. Scholar Services can work with partners to assure free access within defined parameters. For example, low-resolution images of cultural and artistic properties can be made available freely through Scholar Services systems while publication-quality versions remain under the control of the curatorial unit.
- *Content and metadata will be provided to the Scholar Services* for permanent, non-exclusive hosting on KU Digital Library systems. Partners may also choose to deploy their content and metadata on local systems in addition to hosting by Scholar Services.
- *Acknowledgement of support* from Scholar Services on websites and in publications of

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the partner.

Proposed digital projects must demonstrate viability by assuring that there are no impediments to digitization. Digital Initiatives must determine a project is technically feasible before entering into a formal partnership agreement. Partners must address the significance of the project, so that Scholar Services can evaluate and prioritize projects.

Viability

In order for digital projects to be considered, they must meet the following criteria:

1. Avoid duplication of effort: The project sponsor must demonstrate that the project does not duplicate other digital collections, of comparable quality, which are openly accessible, available from the Libraries, or available from another institution via the Internet.
2. Free of restrictions: The project sponsor must not place restrictions on access for the KU community, and must demonstrate that project materials are not subject to restrictions by the donor.
3. Copyright: The project sponsor must demonstrate that project materials are either in the public domain or that permission has been obtained from the copyright holder, and that other uses protected by the Digital Millennium Copyright Act have been satisfied.
4. Extent and level of resource commitment: The sponsor must demonstrate commitment to the project. This commitment includes: the support of a responsible campus unit, direct funding support or a commitment to seek outside funding for the project; a commitment of staff time for developing and undertaking the project.

Significance

All digital project proposals must address the significance of the project to KU and the Libraries, in terms of one or several or the following criteria:

5. Programmatic value: Does the project support current or emerging research or instruction in one or more specific subject areas or support the academic work of one or more defined user groups or information communities?
6. Accessibility/Added Value: Does the project enhance the value and/or the preservation of existing collections by making them more accessible, better integrated, and/or more likely to be used?
7. Historical/Cultural Value: How does the project contribute to the existing collections the history and culture of the University, the region, the nation or international communities?
8. Intrinsic Value: Are the materials rare or of some other self-evident value, that the project would contribute to the reputation of the University and the Libraries?
9. Collaborative Value: Does the project promote internal collaboration between or among units of the Libraries, between the Libraries and other University units, and/or external collaboration with other institutions?
10. Developmental Value: Does the project promote a specific developmental or stewardship initiative?
11. Public Service Value: Does the project serve users beyond the immediate University community?

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