





J. Willard Marriott Library Digital Archive: Appraisal/Selection Guide

(Updated November 2016)

Collection to be appraised:

Appraisal and Selection Questions: <i>Circle your response and follow the arrow:</i>		Responses and Directions: <i>Subject Specialist/Archivist/Curator:</i>
1. Library responsibility to keep the collection: <ul style="list-style-type: none"> • Is there a legal <i>requirement</i> to preserve this collection for at least 20 years? Yes No • Does the library have an archival mission to preserve this collection for at least 20 years? Yes No • Is there a signed task order to preserve this collection? Yes No 		<ul style="list-style-type: none"> • If Yes to any question, go to section 2. • If No to all questions: <ul style="list-style-type: none"> ○ Go to Preservation Decision below: ○ Check <i>Do not preserve content in Digital Archive</i>.
2. Does the Library have legal permission to: <ul style="list-style-type: none"> • Make digital preservation copies? Yes No • Change the digital format if needed? Yes No • Make objects <i>accessible</i> to others now, or by a specified date? Yes No <p>Date to be publicly available _____</p> <p><i>Accessible</i> implies any use by others, not necessarily public online use. Use could be in-person or online restricted via IP address, etc.</p>		<ul style="list-style-type: none"> • If unsure about any question, consult Scholarly Communications & Copyright Office before continuing (585-5458) • If Yes to all permissions, go to section 3. • If No to any permission: <ul style="list-style-type: none"> ○ Go to Preservation Decision below: ○ Check <i>Do not preserve content in Digital Archive</i>.
3. Availability of this collection elsewhere: <ul style="list-style-type: none"> • Are these objects published or otherwise commercial in nature? Yes No • Are these objects preserved by another Trusted Digital Repository? Yes No <p>Which repository?</p> <p>_____</p> <p>_____</p> <p>_____</p>		<ul style="list-style-type: none"> • If No to both questions, <ul style="list-style-type: none"> ○ Go to Preservation Decision below: ○ Check <i>Preserve content in the Digital Archive</i> ○ Go to section 4 to decide the priority. • If Yes to any question: <ul style="list-style-type: none"> ○ Go to Preservation Decision below: ○ Check <i>Do not preserve content in Digital Archive</i>.
4. The risk of this digital collection being lost: <ul style="list-style-type: none"> • Is the content deteriorating or at risk? Yes No <p>Check all that apply:</p> <ul style="list-style-type: none"> ○ Deteriorating or poor condition ○ Near-obsolete media or format ○ Projected object lifespan: 1 - 10 years ○ Content is ephemeral or transitory (born digital) ○ Media viewer unavailable or discontinuing? <ul style="list-style-type: none"> • Is there an archival physical copy in good condition that will survive for another 20 years? Yes No 		<ul style="list-style-type: none"> • If unsure or for a list of most endangered mediums, consult the Digital Preservation Department before continuing. • If Yes to any condition listed: <ul style="list-style-type: none"> ○ Go to Preservation Risk below: ○ Check <i>High Risk</i> If Yes to 2nd question: <ul style="list-style-type: none"> ○ Go to Preservation Decision below: ○ Check <i>Do not preserve content in Digital Archive</i>

The final preservation decision from the Appraisal/Selection Guide is:

- Preserve content in the Digital Archive
 - High Risk
- Do not preserve content in the Digital Archive
 - Contact IT regarding possible storage options (Systems Development 7-3678)

Official name of collection to be preserved _____

Responsible Party _____ Ext. _____ Date _____

1. Who can access the content in the Digital Archive?

- The content is not restricted. Allow public access to the content.
- Restrict access to archival objects *inside the Digital Archive* as follows:
- Default access: archivist; content owner; those with the owner's permission.
- Other access restrictions: There are many options for granting or restricting access to the digital archive.

2. How often will these objects need to be accessed? (Check all that are appropriate.)

- When updating Metadata
- When adding new versions
- When patrons request archival copies of content
- Other _____

3. Does the content require access restrictions (Public access, restricted to staff, etc.)?

If Yes, please elaborate _____

4. Will you be depositing the unedited master file or an edited file for preservation? (Only one master file should be archived).

- Unedited file
- Edited (via Photoshop, etc.)

5. Which format(s) will you be depositing master files in? Please see *Preferred Formats* for current list of preferred formats.

6. Are other digital preservation actions needed?

- a. Is statistical or reporting information needed? _____
- b. In time, preservation actions may need to change the format of the objects. Select the content option below that is **most** important.
 - The intellectual content **must** retain the original format (*this may not always be possible*).
 - The intellectual content **should** retain the format **if possible**.
 - The intellectual content is **more important** than the format.

7. Are you interested in learning more about the added benefit and cost of preserving at least one copy with the Digital Preservation Network (DPN)?

- Yes
- No

8. Additional considerations? Add additional information as needed.

