1. If the digitization centre is proactive in seeking new projects, it is suggested that a questionnaire is regularly circulated canvassing for new projects, and/or an on-line submission form is available.

2. When assessing the project the aim is to have a clear understanding of the collection (and its sub-units), its size, and full details of the physical and content attributes of all the documents, as well as their proposed end use.
Decision Matrix
Stuart D. Lee

CHECK-LIST
Aim: to establish (and rate) the demands that will be met if the project is completed. Mark boxes under each category.

ACCESS

☐ Items in collection are in high/medium demand
☐ Project would reinstate material into circulation that up to now has been withdrawn (e.g. through conservation or security reasons)
☐ Project would make items of key historical or intellectual content more widely accessible within the host institution
☐ Project would make items of key historical or intellectual content more widely accessible outside of the host institution
☐ Project would increase demand for, or interest in, items in the collection which up to now have been relatively ignored
-Assuming appropriate metadata and access facilities, the project would make the collection easier to navigate and would allow the user to locate desired items more quickly
☐ Digital surrogates would add functionality to the way the collection is used (e.g. allow for image analysis of damaged material)
☐ Project will increase availability of material with direct relevance to teaching
☐ Project will supplement existing accessible digital collections (held locally or remotely)
☐ Project will ‘virtually’ reassemble a collection
☐ Project will satisfy existing requests for digital surrogates from users

INFRASTRUCTURE

☐ Project will reduce costs or burden on library (e.g. retrieving documents, arranging photocopies)
☐ Project has potential to generate income through marketing
☐ Project has potential to attract funding
☐ Project has potential to attract or promote digital capture of supplementary/analogous material
☐ Project will increase institutional prestige
☐ Collection is based in a subject area which has been neglected in previous digitization initiatives
☐ Collection is drawn (mainly) from an institution or institutions which have had little involvement in previous digitization initiatives
☐ Project will raise the skills level of staff
☐ Project is in keeping with policies at an institutional level
☐ Project has aesthetic appeal
☐ Project has support from scholars, curators, and/or librarians

PRESERVATION

☐ The project will fulfil the needs of preservation for the original material, either via a digital surrogate or via outputting to an accepted analog preservation medium (e.g. microfilm)
☐ The project will fulfil the needs of ‘rescue digitization’ by reducing handling of the original document
digitization assessment (see separate sheet)

1) establish digitization procedure for the collection best suited to meeting the project aims and the recommendations of curators and conservation experts
2) establish whether digitization should be from the original material or from a surrogate
3) establish whether digitization can/should be carried out in-house or outsourced
4) establish the costs of digitizing via all alternative routes available (note costs)
5) establish whether project needs to be redefined, for it to become viable

check-list

Aim: To provide a rating for the ease with which the project might be completed

☐ there is accurate information on the exact number of items (down to single images, seconds of audio/video, etc.) contained in the collection, and full details of the current storage media
☐ there is sufficient hardware to meet the digitization procedure recommended in the digitization assessment either in-house or via a vendor
☐ there is sufficient software to meet the digitization procedure recommended in the digitization assessment either in-house or via a vendor
☐ there are sufficient storage facilities in place to meet the digitization procedure recommended in the digitization assessment either in-house or via a vendor
☐ there is sufficient hardware/software in place to allow access to the digitized collection, matching perceived user needs
☐ there is sufficient and appropriate metadata available to match perceived user needs and the aims of the project
☐ there is demonstrable long-term support in place to maintain the project and ensure its longevity in the future
☐ a similar project in terms of skills/hardware/software requirements has been successfully undertaken by the institution or remotely (with clear documentation available)

the scale of the project is manageable in terms of:
☐ time
☐ cost (include costs for copyright clearance and those outlined in the digitization assessment)

add to prioritised list of projects

cost = £