FLORIDA INTERNATIONAL UNIVERSITY
L I B R A R I E S

Digital
COLLECTIONS CENTER

Date: _____
Collection: _____
Curator: _____

Selection Assessment Criteria

A. VALUE

Does the material have sufficient intrinsic value to ensure interest in the digital product?

- Rareness or uniqueness
- Artifactual or associational value
- Importance for the understanding of the relevant subject area
- Broad or deep coverage of the relevant subject area
- Useful and accurate content
- Information on subjects or groups that are otherwise poorly documented
- Enhancement of historic strengths of the institution
- Potential for enduring value in digital form

B. DEMAND

To justify the effort and expense, there should be a reasonable expectation that the product will have immediate utility for members of the FIU community and/or other appropriate audiences:

- Does the collection meet information needs of faculty, students, and scholars within and beyond the FIU community? (Is there an active, current audience for the materials?)
- Is there advocacy for conversion from the FIU community (based on a realistic expectation of attracting new users even if current use is low)?
- Is the collection viewed as relating to current high priority activities?
- Does the collection address one or more of FIU's institutional themes?
- Does the project offer collaborative potential, i.e., added incentive to digitize material based on the availability of complementary digital resources (including data and metadata?) Is there an opportunity for multi-institutional cooperation to allow resources to be united online as a virtual collection
- Is there an opportunity for building thematic coherence or "critical mass?" of digital materials in a subject area
- Will the collection contribute or relate to online research or curriculum tools
- Non-Duplication -- Has the material already been digitized by another trusted source? If so, do the digital files possess sufficient quality, documentation, and functionality to serve your purposes? What conditions govern access and use of those files?

C. RIGHTS & PERMISSIONS

Intellectual property rights must be managed in accordance with applicable laws, and any necessary restrictions to access must be able to be implemented through current institutionally-supported mechanisms.

- Is the work or collection is in the public domain
- Does the goal/purpose of digitization lies within fair use limits
- Does FIU own the legal right to make and disseminate digital copies
- How readily can FIU get clearance from the holder of the rights?
- Are there any privacy issues that need to be addressed?
- Is there a need to control access to the digital product?

D. IMPROVED ACCESS

- Is there already available intellectual control through finding aids, links to bibliographic records, or indices/bibliographies?
- Will digitization enhance the intellectual access of the source materials, through full-text search, mark-up, manipulation of images, etc.?
- Will digitization enable widespread dissemination of local or unique collections to audience not otherwise able to view/user materials?
- Will digitization provide enhancement of image quality, e.g., through improved legibility of faded or stained documents?

E. PRESERVATION

While digitization does not in itself constitute preservation, there are preservation aspects to be considered, both in terms of the original materials and in terms of the files which will be created.

- Will the digitized versions serve as a faithful reproduction of the originals?
- Will the digital reproductions provide a useful surrogate, significantly reducing the handling of fragile materials?
- Will digitization provide protection for materials at high risk of theft or mutilation?
- Would the material be put at risk in the digitization process? Can materials be captured adequately in digital form, without damage to the originals?

F. INTELLECTUAL CONTROL CRITERIA

Potential projects should be evaluated as to whether appropriate intellectual control can be provided for the original materials and the digital versions:

- Is there adequate descriptive, navigational, or structural information about the material, such as bibliographic records or a detailed finding aid?
- Is the material in a coherent, logically structured order? Is it paginated or is the arrangement suggested by some other means?
- Is the material complete?
- Are the materials organized/arranged in a way suited to online use?