

Digitization Priorities Rubric



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Assessment Categories

Restrictions

- ◉ Copyright
- ◉ Content restrictions
- ◉ Accessibility needs
- ◉ Preparation
- ◉ Metadata
- ◉ Handling & conditioning

Priority Factors

- ◉ In-house historic use patterns
- ◉ Digital historic use patterns
- ◉ Critical mass
- ◉ Distinctiveness
- ◉ Diversity & inclusion
- ◉ Object preservation

Final Consideration

- ◉ Digital Case



Samples from the Rubric

Topic	Example	0	1	2
PRIORITY FACTOR In-house historic use pattern	Frequency of reference requests to see an object in the reading room	Has never been requests; is not in demand for use.	Has been requested on a low/infrequent basis.	Is requested on a high/frequent basis; is used often and/or in a variety of ways.
RESTRICTION Content restrictions	Restrictions imposed by statute, regulation, institutional policy, data & personal privacy (FERPA, SSN, etc.)	There are no data privacy concerns.	Collection objects contain personal information that can be redacted before ingesting into Digital Case.	Collection objects contain personal or identifying information.



This didn't work!

Scoring these categories told us what we already knew.



Weighted Topics

Topic	Example	0	1	2	Weight
PRIORITY FACTOR In-house historic use pattern	Frequency of reference requests to see an object in the reading room	Has never been requests; is not in demand for use.	Has been requested on a low/infrequent basis.	Is requested on a high/frequent basis; is used often and/or in a variety of ways.	1
RESTRICTION Content restrictions	Restrictions imposed by statute, regulation, institutional policy, data & personal privacy (FERPA, SSN, etc.)	There are no data privacy concerns.	Collection objects contain personal information that can be redacted before ingesting into Digital Case.	Collection objects contain personal or identifying information.	-2



Power of a Committee

	Topic	Example	0	1	2	Weight	Point Person
PRIORITY FACTOR	In-house historic use pattern	Frequency of reference requests to see an object in the reading room	Has never been requests; is not in demand for use.	Has been requested on a low/infrequent basis.	Is requested on a high/frequent basis; is used often and/or in a variety of ways.	1	Archivist
RESTRICTION	Content restrictions	Restrictions imposed by statute, regulation, institutional policy, data & personal privacy (FERPA, SSN, etc.)	There are no data privacy concerns.	Collection objects contain personal information that can be redacted before ingesting into Digital Case.	Collection objects contain personal or identifying information.	-2	Special Collections Team Lead



Final Formula



Thanks!

Any **questions** ?

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