Z. Smith Reynolds Library
Digitization Advisory Group
Project Proposal Checklist

- **Sponsoring Department/Team:**

- **Proposed Project:**

- **Mission**
  - ☐ Project addresses one or more of ZSR Library’s goals and strategic plan.
  - ☐ Project provides support for ZSR’s teaching and research efforts.
  - ☐ Project will promote ZSR Library in a way that may generate further digital projects and funding.
  - ☐ Project has local or regional significance.

- **Relationships**
  - ☐ Project has library, faculty, or other advocates.
  - ☐ Project creates or enhances a collaborative partnership.

- **Value**
  - ☐ Project offers significant information on key people, places, events, objects, periods, activities, projects, and/or processes.
  - ☐ Project offers items with functional usefulness to ZSR, WFU, or their partners.
  - ☐ Project addresses materials that are rare and/or unique with intrinsic value.

- **Use**
  - ☐ Project is likely to generate new or increased use of material(s).
  - ☐ Project will receive sustained use by an identifiable audience.
  - ☐ Project will create new modes of teaching.

- **Intellectual Access**
  - ☐ Source material has MARC record or EAD finding aid.
  - ☐ Cataloging and/or descriptive metadata work is complete.
  - ☐ Project will require descriptive metadata work.

- **Risk**
  - ☐ Project will result in reduction in physical handling of material.
  - ☐ Project provides access to materials that are difficult to use/access.

Adapted from Syracuse University Library, “Digital Library Project Proposal Criteria Checklist,”
• Project protects material at high risk of theft or mutilation.
  □ Condition of materials allows them to be digitized safely.
  □ Project addresses material that is deteriorating.

• Rights
  □ Source materials are in the public domain.
  □ ZSR/WFU owns or has intellectual property rights to the content.
  □ Use of material can be justified under fair use and ZSR can control access.

• Technical Feasibility
  □ The digital version can sufficiently represent the full content of the original.
  □ ZSR has sufficient knowledge and expertise required for project development and ongoing maintenance.
  □ Project will capitalize on existing technical infrastructure and capabilities.
  □ Project will adhere to national digitization standards.
  □ Project has potential to expand ZSR’s technical knowledge and expertise.

• Notes and Suggestions: