

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.

- 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:**