[Project Name] Prioritization and Scanning Progress

Using the table below, begin by ranking materials for digitization based on the criteria provided in the below rubric. Prioritization will allow the scanner to arrange materials by rank in the digitization queue, as well as digitize materials in smaller, more manageable batch loads. For example, materials with a ranking of “1” will be scanned in batch 1; materials with a ranking of “2” will be scanned in batch 2, etc. If the project has a large number of materials to digitize, break up the rank “1,” “2,” and “3” items into even smaller batches.

*Note: Prioritizing at the folder level can only be done for in-house scanning. For materials that will be digitized by vendors, prioritize boxes rather than folders.*

Once scanning begins, scanning technicians should track their progress in the “Progress” columns for each work shift. When a scanning batch is complete, the scanning technician should notify the secondary QC reviewer who will use the “QC Review” column to note any quality control issues that need to be addressed. Finally, the scanning technician will update the “Finalize” columns once QC issues have been corrected.

<table>
<thead>
<tr>
<th>Prioritization</th>
<th>Progress</th>
<th>QC Review</th>
<th>Finalize</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Collection Number</strong></td>
<td><strong>Box Number</strong></td>
<td><strong>Folder Number</strong></td>
<td><strong>Priority Ranking</strong></td>
</tr>
<tr>
<td>[1, 2, 3]</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Number of Folders</td>
<td>[Total]</td>
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</table>
Rubric for ranking candidates for digitization

Utilize the rubric below when filling out the prioritization columns above. The rubric will change from project-to-project. Prior to engaging in prioritization, meet with fellow project team members to create the ranking rubric based on the project’s scope, needs, deliverables, and audience. Listed below is an example of rubric utilized for a boutique digital project developed by LSC, as well as questions that should be asked when determining qualifiers for digitization.

<table>
<thead>
<tr>
<th>Priority Level</th>
<th>Criteria</th>
</tr>
</thead>
</table>
| **HIGH (1)**   | ▪ Materials have been determined to have no or low copyright risk.  
                 ▪ Materials have been determined to have no or low privacy and confidentiality risk.  
                 ▪ Materials are not published and are not available online.  
                 ▪ Materials are representative of the topics touched upon in the collection.  
                 ▪ Materials are visual in nature. |
| **MEDIUM (2)** | ▪ Materials have been determined to have low copyright risk.  
                 ▪ Materials have been determined to have low privacy and confidentiality risk.  
                 ▪ Materials have been published (and are low risk), but are not available online.  
                 ▪ Materials do not fit within the criteria for high or low prioritization. |
| **LOW (3)**    | ▪ Materials have been determined to have medium or high copyright risk.  
                 ▪ Materials have been determined to have medium or high privacy and confidentiality risk.  
                 ▪ Materials are not good representatives of the collection.  
                 ▪ Materials do not offer any additional value to the proposed high or medium priority materials. |

As you will see in the example above, risk (copyright, privacy, and confidentiality) is a primary criterion for prioritization. This will likely be the case for all digital projects.

Questions to ask when determining qualifying criteria

▪ What is the end goal of the project? Will this project be used for an undergraduate/graduate class? Is the project scholarly in nature? Will the materials digitized for this project be used solely to enhance collections accessible on the Digital Library Collections website?
▪ Is the project more visual in nature? Or is does the project aim to be a general clearinghouse of materials related to a specific topic/theme? If the project is more visual, then photographs, posters, etc. should be prioritized higher than textual documents. If the project aims to have a wide berth of materials, ensure that there is a smattering of material types in each of the priority rankings.
▪ Is the goal of the project to enhance item-level metadata? Or do materials with existing metadata rank higher than those that do not?
▪ What is the risk in making the items available to the public? Did these materials qualify as no, low, medium, or high risk, with regard to copyrights? Would publishing of these items online pose a risk to privacy or confidentiality?
- Can the item be found online? Or can it be easily found in another repository?
- Do the materials add value to the project? Are the items under consideration superfluous to the scope of the project?