

Recordings at Risk Proposal Assessment Criteria and Reviewer Questions

Review panelists are asked to consider the following questions as they score and comment upon proposals to CLIR's Recordings at Risk program.

I. Public Impact

- Does the applicant have a good command of the broader contexts for their work, and do they understand the relationships between the nominated collection and related materials at other institutions?
- Does the applicant identify how the nominated collection will:
 - have a profound impact on a specific group of people or will have broad significance for a variety of sectors or groups;
 - contribute to meaningful public discourse; and/or
 - make a national or international impact upon scholarship, policy, culture, or the lives of communities?
- Is the applicant prepared to dedicate the metadata created through the project to the public domain, and are they willing to share it in ways that support the aggregation of their content with related materials at other institutions?
- Does the applicant provide reasonable levels of access?
- Is there potential for this project to help identify and develop practical strategies to engage institutions with limited resources in digital reformatting initiatives?

II. Risk Urgency

- Is the project particularly timely or urgent?
- In what way(s) is the content on the recordings "at risk"?
- Are the applicants aware of the risks posed by the condition and format of the materials, and is the project an appropriate strategy for addressing these risks?
- Are the applicants prepared to take appropriate measures to preserve both the original recordings and the digital files they create during the project?

III. Project Plan and Deliverables

- Are tasks assigned to personnel with appropriate skills/expertise?
- Is the applicant adopting appropriate standards and tools?

- Is the digital preservation plan appropriate considering the resources available to the applicant institution?
- In regard to cost-effectiveness and the selection of a technically competent service provider:
 - Is the service provider offering digital reformatting services appropriate for the nominated collections?
 - Does the selected service provider seem technically competent to perform those services?
 - Is it clear from the provider's proposal how the costs of the services were calculated?
 - Do you have confidence that the provider's proposal is accurate, and that the applicant will not have to assume the burden of "surprise" costs that have not been factored into the proposal?
 - Considering the quality of service provided, are the services offered at a reasonable rate?
- What percentage of the request is being spent directly on digitization? Are other funds requested for additional project needs (i.e., accessibility) proportionally appropriate for a digitization-focused program?
- Are there "aspirational" deliverables that make the project an especially wise investment?

IV. Legal and Ethical Issues

- Is the applicant aware of any intellectual property concerns related to the materials, and does it have an appropriate response?
- Does the applicant recognize the presence or potential of personally identifiable information and/or other sensitive information in the materials, and do they have an appropriate strategy for handling this information?
- If applicable, does the applicant demonstrate an understanding of ethical issues and procedures related to the care of culturally sensitive materials?

V. Overall Assessment

- Please use this space to provide any additional comments and to offer your assessment of the project as a whole.