

**Council on Library and Information Resources**  
**Digitizing Hidden Special Collections and Archives**  
**Reviewer Questions**

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**Scholarship**

1. Are you confident the proposed project would have a significant impact on teaching, learning, and the creation of new knowledge?
2. Will the proposed project make available materials that are not otherwise available to scholars and the public?
3. Will the availability of project content in digital form make possible new kinds of research, and/or make it possible to ask new kinds of research questions?
4. Do the applicants have outreach and marketing strategies for this project that are likely to be effective for engaging interested communities?

**Comprehensiveness**

1. Do the applicants justify the significance of the entirety of the collections they are nominating for digitization?
2. Will the proposed project result in the availability of a sufficient quantity of related materials to support research?
3. Do the materials to be digitized relate to a sufficiently broad range of topics of high interest to researchers in multiple disciplines?

**Connectedness**

1. Do the applicants have a good command of the broader scholarly and professional contexts for their work, and do they understand the relationships between the nominated collections and related materials at other institutions?
2. Are the applicants using appropriate standards, tools and services that will make the materials easily discoverable and expose the relationships between theirs and other collections?
3. Are the applicants prepared to dedicate metadata created through the project to the public domain, and do they seem willing to share this metadata in ways that support the aggregation of their content with related materials at other institutions?

**Collaboration**

1. Do the choices of project staff and institutional partners (if any) seem appropriate to the ambitions of the project as well as strategic in their service of long-term institutional goals?
2. Does the project plan avoid unnecessary duplication of capacity and effort?
3. Do all the project participants seem prepared to undertake project work?

**Sustainability**

1. Do the applicants have a feasible project plan that maximizes efficiency of throughput while providing for appropriate levels of description to support discoverability long-term?
2. Are the applicants' plans for digital preservation appropriate for the formats of the materials to be digitized?
3. Does the approach to project work seem especially innovative or cost-effective in ways that could make it a model for the applicants, partners, and others to follow in the future?

## **Openness**

1. Do the applicants seem to understand the legal and ethical issues related to digitizing their nominated materials and are they prepared to address these issues and accept any associated risks? If so, will the applicants display information about intellectual property rights and offer any guidance for attribution in a way that is clear and comprehensible for users?
2. Will the digital files created through the project be made fully available to users, for free? If not, are the strategies for opening access appropriate to the nature of the collections, without any new or unnecessary restrictions, fees, or other barriers being imposed by the applicant institution?
3. Have the applicants considered strategies for opening access to their collections to users who are vision or hearing impaired?