University of Oregon Libraries, Digital Scholarship Center
Digital Collection Development Worksheet

About the Collection

Collection/Grouping Description:	
Date Range of Originals:	
Location:	
Collection Size:	
Will the collection grow? If so, at what rate?	
Format of items and number/length (e.g. 20 photographs; 3 one-hour videos, 2,000 1-15 page documents):	
Collection Evaluator:	
Evaluation Dates:	
Project Timeline:	

Fitness for Digitization

Mission/Fit :	
Demand and Audience:	
Uniqueness of Materials:	
Condition for Digitization:	
Legal Requirements (copyright/privacy, etc):	
Commitment from Curator and Organization:	
Ability to describe materials:	
Funding Available:	

Technology Requirements

Conservation Needed:	
Equipment for Digitization:	
Digitization Software Needed (e.g. Photoshop, Acrobat Pro, OCR Software):	
File size estimate (see following pages):	
Preservation file location:	
Access Mechanism:	
Access Restrictions:	