# DLG Digitization Subgrant Review Rubric

Total score:

## Clarity of proposal - 5 points

| Point value: average of likert values (total possible: 5) | Score |
|---|---|
| Is the project well-defined (scope, subject coverage, date coverage, etc.)? | |
| To what degree are project responsibilities defined (metadata creation, reformatting, derivative delivery, archival storage)? | |

## Capacity Building - 15 points

Preference will be given to organizations who have not yet collaborated with the DLG and/or those with limited digitization resources or experience.

| Point value: average of points (total possible: 5) | Score |
|---|---|
| Has the applicant received grant-funded digitization services from DLG in the past? (scored by DLG) | |
| Is metadata for the institution's digital collections available through DLG? (scored by DLG) | |
| What is the applicant's experience with digitization projects? | |

## Diversity - 10 points

Materials that represent the cultural, political, social, geographic, and/or economic diversity of the state of Georgia will be given priority.

| Point value: average of points X 2 (total possible: 10) | Score |
|---|---|
| Does the proposed project represent an under-documented geographic area? | |
| Does the proposed project represent an under-documented cultural community? | |
| Does the proposed project represent under-documented economic, political or social movements? | |
| Does the proposed project represent an under-documented time period or event? | |

## Reusability - 10 points

Materials should be free of legal restrictions or have permissions granted by the copyright holder. Preference is given to materials that are freely available or available for free reuse for either educational or non-commercial uses.

| Point value: average of points X 2 (total possible: 10) | Score |
|---|---|
| Are the rights related to this project clearly defined? | |
| What level of impediments are there to sharing the materials online and being freely re-used? | |

# Historic Value - 15 points

Materials that have high research, artifactual, or evidential value and/or are of particular interest to multiple audiences.

| Point value: average of points X 3 (total possible: 15) | Score |
|---|---|
| Does the proposed project have multiple audiences? | |
| What level of research value do the materials have? | |
| How strong a case does the institution's application form make for reuse? | |
| What level of artifactual value do the materials have? (potential for use in primary source sets, exhibits) | |
| What level of evidential value do the materials have? (i.e., do they provide information about the origins, functions, and activities of their creator) | |
| How strong a case does the support letter make for reuse? | |

# Added Value Through Digitization - 5 points

Materials for which access will be substantially improved by digitization and which have a high potential for added value in the digital environment will be given priority. Examples of added value that the materials may lend themselves to include:

- Creation and/or addition of supplemental resources to allow users to better understand, navigate, and use the collection
- Linkages between materials
- Virtual collections of materials based around a creator, topic, subject, or similar theme
- New metadata, description, and finding aids in electronic form
- The ability to search through the creation of electronic text
- New ways to use or analyze the originals

| Point value: average of points (total possible: 5) | Score |
|---|---|
| To what degree will access to the materials be substantially improved by digitization? | |
| Do the materials complement materials already available through DLG or those being considered for digitization? | |