Audio-Visual Evaluation Form*
CES Academic Special Collections (BYU-P, BYU-H & BYU-I)

The audio-visual material conforms to the applicable collection policy and has enduring historical value. If so, select the collection level and complete the equation. See description of collection levels on the following page.

\[ 1 \quad 2 \quad 3 \quad 4 \quad 5 \quad x \quad 3 = \quad _____ \]

The material has or will have considerable patron use, and normal use with standard playback equipment will cause extensive damage (beyond wear and tear). In this statement, one is least and five is most accurate. After determining this, please complete the equation.

\[ 1 \quad 2 \quad 3 \quad 4 \quad 5 \quad x \quad 2 = \quad _____ \]

Total = _____/25

If AV material considered cannot be played on any conventional equipment please describe

What is the recommended means of migration or reformatting? (Choices are original format, digital or other) Please include any specific format information here, if necessary.

What is the recommended means of migration or reformatting? (Choices are original format, digital or other) Please include any specific format information here, if necessary.
Is there a known monetary value (beyond historical, evidential, or intrinsic) or any other mitigation factors that need to be considered in evaluating this material for digitization?

*(1) This evaluation form can be used for one audio-visual item, a cluster of cohesive materials, series, or collection. (2) Each collection area policy treats all applicable genre, type or form, including audio-visual materials that are embedded in most collection policies. (3) After this evaluation form has been completed, the form and the material needs to be included in the next conservation/diagnostic meeting where it will be evaluated by conservation staff.

**Collection Depth Codes**

0. **Out of Scope.** The library does not collect in this area.
1. **Minimal Collections.** A subject area in which few selections are made beyond very basic works.
2. **Basic Information Collection.** A collection of up-to-date general materials that serves to introduce and define a subject and to indicate the varieties of information available elsewhere. It may include dictionaries, encyclopedias, selected editions of important works, historical surveys, bibliographies, and books, or a few major periodicals in the minimum number which will serve the purpose. A basic information collection is not sufficiently intensive to support any advanced undergraduate, graduate, or independent study courses in the subject area.
3. **Instructional Support Level.** A collection that is adequate to most undergraduate instruction and MOST graduate instruction or sustained independent study, i.e., adequate to maintain knowledge of a subject required for limited or generalized purposes of less than research intensity. It includes a wide range of basic monographs, complete collections of the works of most important writers, selections from the works of secondary writers, a selection of representative journals, and the reference tools and fundamental bibliographic apparatus pertaining to the subject. Pertinent foreign-language material is included.
4. **Research Level.** A collection that includes the major published source materials required for dissertations and independent research, including materials containing research reporting, new findings, scientific experimental results, and other information useful to researches. It is intended to include all important reference works and a wide selection of specialized monographs, as well as a very extensive collection of journals and major indexing and abstracting services in the field. Older material is retained for historical research.

5. **Comprehensive Level.** A collection in which a library endeavors, insofar as is reasonably possible, to include all significant works of recorded knowledge (publications, manuscripts, other forms), in all applicable languages, for a necessarily defined and limited field. This level of collecting intensity is one that maintains a “special collection;” in the aim, if not the achievement, is exhaustiveness. Older material is retained for historical research.

*Source: Brigham Young University Harold B. Lee Library, Collection Development Policy Statement; October 1991.*