Criteria for Evaluating Audio-Visual materials
August 2005

Preservation of Audio-Visual Materials (Principles)

1. The preservation of audio-visual materials should involve the following steps:
   a. An Inventory should be done to identify what materials exist.
   b. A Preservation Survey should be commissioned to determine what problems exist and to suggest potential solutions to those problems.
   c. Determinations on preservation should be based on the institution’s collection policy.
   d. Resources should be allocated for preservation based on a multi-level matrix.
   e. A workflow should be established to handle materials in a consistent manner.
   f. Results should be continuously evaluated.
   g. Educate clients about the preservation process

2. Digitization of audio-visual materials should only be done when the goal is to improve access to materials. Other more long-term solutions should be examined before opting to digitize materials if the goal is preservation rather than access.

Criteria for inclusion in Audio-Visual Evaluation Matrix

1. Audio-Visual materials must match the appropriate collecting policy. Please identify the appropriate level.

0   Out of Scope   Special Collections does not collect in this area

1   Tangential Level   An area in which Special Collections acquires extremely limited amounts of material—usually in order to support other collections.
2. **Basic Level** An area in which Special Collections acquires enough material to provide an introduction to organizations or people. Collections do not support advanced undergraduate or graduate research.

3. **Instructional Support Level** An area in which Special Collections acquires enough material to support undergraduate research.

4. **Research Level** An area in which Special Collections acquires enough material to allow for graduate level research resulting in dissertations, theses, articles, and books.

5. **Comprehensive Level** An area in which Special Collections attempts to acquire all of the material produced that documents the individuals or organizations in question.

2. Audio-Visual materials fall into one of the following categories. Please identify the appropriate category.

   0. **Extinct** Only one or two playback machines may exist at specialist laboratories.

   1. **Critically endangered** A small population of aging playback machinery exists with little or no engineering or manufacturing support.

   2. **Endangered** Playback machinery exists in reasonable quantities. However, the manufacture of the machinery has stopped. Media types are less expensive and vulnerable to deterioration.

   3. **Threatened** Playback machinery is available. However, the media formats are unstable or have less integrity than other available formats.

   4. **Vulnerable** Media format is current but highly proprietary.

   5. **Lower risk** Media format will be in use for the next five years and engineering and manufacturing support is available.
3. Please identify the reason for request

1. Access
2. Preservation (material will be lost without action)
3. Donor request
4. Patron request

4. Please identify the format that you would like

1. Analog
2. Digital

5. Please identify any other factors that should be considered (monetary, etc.)