

# Harold B. Lee Library Permanent Digital Archive: Digital Preservation Decision Tool

Digital Content: \_\_\_\_\_

Content Reviewer: \_\_\_\_\_ Date: \_\_\_\_\_

## 1. Preservation Decision and Preservation Priority (Based on Decision Chart -- page two)

The Final Preservation Decision is:

- Permanently archive content in the Digital Archive
- Do not archive content in the Digital Archive

The Final Preservation Priority is:

- High Preservation Priority
- Normal Preservation Priority

## 2. Digital Content: Access and Presentation Options

- a. Are these objects to reside in the library's public repositories? \_\_\_\_\_
  - High Resolution     Low Resolution     Internet Archive     Other \_\_\_\_\_
- b. Archival objects in the Digital Archive are generally not accessible to anyone other than the archivist and the object owner. Select relevant options below and list who should view:
  - Access only for archivist and those with permission from the content owner.
  - BYU campus access only.
  - Specific Net IDs or computer IP addresses: \_\_\_\_\_
  - The content is an active website. Is the archived website content restricted? \_\_\_\_\_
- c. Public Access version of objects in the Digital Archive:
  - Do these objects also have publicly accessible versions? \_\_\_\_\_
  - Where are the accessible versions located? \_\_\_\_\_
  - Are high resolution copies likely to be requested? \_\_\_\_\_
  - What language(s) will the metadata be in? \_\_\_\_\_
- d. Presentation / Representation. Select the option that is most important.
  - The intellectual content **must** retain the original look and feel.
  - The intellectual content should retain the format *if possible*.
  - The intellectual content is *more* important than the format.

## 3. Cost Of Storage Options For The Digital Archive:

Check the storage option(s) you prefer.	Initial Cost	Annual Cost	Library / ITI Cost
<input type="checkbox"/> Library repositories:	TBD	TBD	Library
<input type="checkbox"/> Digital Preservation Archive:	TBD	TBD	Library
<input type="checkbox"/> Millennial Disc:	\$25 per disc	\$2 per disc	Department

## 4. Additional Considerations. Add documentation as needed.

