UCL Digital Collection Assessment

University of Cincinnati Libraries

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Adapted from the [Sustainability Health Check Tool](https://sr.ithaka.org/wp-content/uploads/2015/08/Sustainability_Health_Check_Tool.pdf) for Digital Content Projects (Ithaka S&R)

Reviewer/Date:

Project Description

Project Name:

This project became available to its expected user community on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

This project is...

**\_\_\_ A “maintenance” project.** It just requires some basic support to ensure that formats are up to date and usable. These projects can live with minimal updates as long as they are preserved; ongoing work to add content, enhance access, or update technology infrastructures is unnecessary (whether undertaken by the project itself or by the platform or institution on which it is hosted).

\_\_\_ **A “growth” project.** This type of project requires specific ongoing maintenance, and shows signs of user uptake that we want to encourage. This is, or has the potential to become, a highly valuable, widely used resource.

Ongoing Support

**How many total staff, are involved with the ongoing maintenance or development of this project?** Take into account all staff associated with the project, whether they are paid through the resource’s budget funding or not.

**Other than staff, what are other costs associated with the ongoing support of this project?** Think about all indirect costs, such as digital exhibit development and maintenance, or advanced accessibility remediation.

**How are the costs for this project currently funded?** Do you expect this to change in the next year, and if so, how? Please indicate current funding sources and the part of the project being funded.

\_\_\_ Institutional funding (collections budget):

\_\_\_ Grants:

\_\_\_ Donations or philanthropy:

\_\_\_ Other sources of funding:

**What activities are involved in the current ongoing maintenance or enhancement of the resource?** If more resources could be allocated, what activities would be most valuable in increasing your project’s impact? Think about the roles these activities have or would have in the project.

|  |  |  |
| --- | --- | --- |
|  | Ongoing activities | Planned activities |
| Project Management |  |  |
| Content Selection |  |  |
| Content Production |  |  |
| Digital Preservation |  |  |

**When was the content of the resource most recently updated?** This includes adding, deleting, or editing content or any material directly related to content (e.g., metadata).

Digital Preservation

**Which of the following preservation activities do you conduct or plan to conduct on a regular basis?**

**\_\_\_** Generate and manage descriptive, structural, event, and preservation metadata.

\_\_\_ Back up the Archival Information Package (AIP).

\_\_\_ Document which parties are responsible for maintaining the intellectual content and which parties are responsible for maintaining the technical integrity of the collection.

\_\_\_ Regularly check the files for corruption (e.g. by use of a checksum). Specify which system is monitoring checksums.

\_\_\_ Other:

Audience, Usage, and Impact

Consider only those metrics that you use to measure and evaluate your impact. If there are exceptional factors that have affected these metrics, you may want to take those into account as you think about these changes.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Current metrics | Change  | Goal for next year |
| Number of content accesses (e.g. page views, downloads) |  |  |  |
| Total audience reached (e.g. number of unique visitors) |  |  |  |
| Usage in teaching (e.g. number of students reached) |  |  |  |
| User loyalty (e.g. time on site, returning users) |  |  |  |
| Usage in research (e.g. number of citations) |  |  |  |
| Other (please explain) |  |  |  |

Given your responses to the items above, which statement best characterizes the current level of investment and support for this project?

\_\_\_ 3 - adequate for performing some or all of the activities needed to increase the value of this resource and achieve greater impact

\_\_\_ 2 - adequate for performing only maintenance, preservation and other activities to maintain the project’s value

\_\_\_ 1 - not adequate for performing any of the maintenance, preservation and other activities needed to maintain the project’s value

Action Plan

Based on the current status of your project, and the sustainability and impact needs of your project, evaluate your success in each of the categories below by rating each element from 1-10. In the rows below, please outline goals for the next year in each of these categories, and specific action steps needed to achieve these goals.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Content production | User interface | Tech infrastructure | Audience and impact | Digital Preservation | Financial Stability | Other impact measure(s) |
| Rating |  |  |  |  |  |  |  |
| Goal for next eval |  |  |  |  |  |  |  |
| Action needed |  |  |  |  |  |  |  |

**Who will you work with to take these steps? When will you review the collection again?**