

**Content Plan Example**



* **Digital Content Strategic Statement: This library collects, curates, and provides access to community history resources that fit within current collection development policies and meet strategic plans of community engagement, stewardess of community resources, and contributing to the documentation and preservation of the cultural and historical sense of community.**

**While all projects will be considered, projects will be evaluated against the following criteria and the digital content strategic statement.**

* **Value to user community**
	+ **Defined (and anticipated) community of users**
		- **What community members are interested in these resources and can they provide assistance in the work?**
		- **Does this resource provide insights into the community, especially members of the community who are underrepresented in community resources?**
* **Format / Digitization Needs**
	+ - **Is the resource available in a digital format already and if so, is the quality acceptable for curation as is? Does it meet standards for digitized content?**
		- **If the resource is analog/physical, can it be digitized and if so, how? Does the library have the equipment and staff to digitize?**
		- **Can the resource be handled (following appropriate archival processes for handling resources) or does it need conservation or preservation work? If the resource needs conservation/preservation work, who will do that work?**
		- **Can the resource be digitized in a way and access provided to it, to support accessible content and standards?**
		- **Prefer resources that are in stable and standard formats at high resolutions. For work that needs to be digitized, prefer resources that are in good condition. A resource may be rejected for inclusion due to condition.**
* **Access rights, Copyright, and Provenance**
	+ - **What are the rights associated with the resource? Will those rights be transferred to the library?**
		- **Will the resource be transferred to the library? If so, can the library accommodate the physical resource?**
		- **Are there any access limits or restrictions to use of the resource?**
		- **What provenance needs to be recorded for ownership and transfer of rights?**
		- **Preference will be on public domain, open access, or resources that granted permissions.**
* **Significance**
	+ **What is the importance to the community? Does the resource contain important, unique, or underrepresented information about the community?**
	+ **What value does the resource bring to the library?**
	+ **Does the resource support, complement, or fill in gaps in other content the library owns?**
	+ **Is the resource part of a collection that has merit or importance as a whole? Does that relationship to the collection or as a complement to existing collections, increase its significance?**
	+ **Does the resource support the library’s mission and vision?**
	+ **Does the resource provide opportunities for community engagement, scholarship, outreach, discourse, life long learning, etc.?**
	+ **Preference will be on resources that are significant to the community.**
* **Organization and Metadata**
	+ **Are there any grants, gifts, or funding associated with the resource?**
	+ **Are there any staff or volunteers associated with this resource?**
	+ **What resources are necessary to organize and process the collection?**
	+ **Is there any descriptive or contextual information available at the resource? Any metadata available?**
	+ **Are the resources organized in a way that facilitates a community history project?**
	+ **Are the resources related or part of something else and have those relationships been documented?**
	+ **Will these resources be sustainable over the long term?**
	+ **Prefer projects that are well organized, documented, with support.**