

## Determining levels of control

Criteria	Definition	Data to use in assessment	Value scale
<b>User interest</b>	Projected (and current) use analysis, including digital collection creation, programming, exhibits, and instruction. Consider interdisciplinary or non-traditional uses and/or emerging trends in scholarship.	Requests for similar materials; paging data; prospective programming; reference inquiry data; Google analytics of repository website; any additional, relevant information from informed sources or stakeholders regarding utilization of, or interest in, materials.	1 = negligible 2 = moderate 3 = high
<b>Subject relevance</b>	Alignment with documented local collecting priorities. Consider how rare or unique the content is; does it add significantly to the primary resources available on a topic? Does the subject material challenge, reframe, or add nuance to dominant historical and cultural narratives, or have the potential to expand public knowledge and discourse on a topic?	Curatorial documentation; collection development policy; institutional campaign themes.	1 = negligible 2 = moderate 3 = high
<b>Access restrictions</b>	Are there barriers to access imposed by agreements or legal requirements? (3 indicates no restrictions to access; 1 indicates severe restrictions are in place.) At its logical extreme, restricted material on deposit should get minimal treatment.	Deed(s) of gift; deposit agreements; donor/creator correspondence; legal requirements or compliance.	1 = high 2 = limited 3 = negligible
<b>Barriers to use</b>	Are there barriers to use imposed by the physical condition, carrier(s), or format of the material? (3 indicates substantial issues intensive processing can mitigate; 1 indicates minimal processing is most appropriate).	Appraisal/site survey documentation; physical condition of materials; preservation assessment (include audiovisual and born digital-specific assessments); audiovisual and born-digital media and file inventories	1 = negligible 2 = moderate 3 = high

Total comparative value: \_\_\_\_\_

Value score	Appropriate level of effort or control
<b>4-6</b>	Minimal effort → Collection level processing
<b>7-9</b>	Minimal-to-moderate effort → Series or subseries level processing, may consider folder level (expedited) processing
<b>10-12</b>	Intensive effort → Folder level (expedited to traditional), in some cases, may consider item level

Assigned level of effort: \_\_\_\_\_

Assigned level of control/processing: \_\_\_\_\_