Digital Collection: ________________________________________________________________

Responsible Party: ____________________________ Ext. ___________ Date: ________________

1. Preservation Decision and Preservation Priority
   The Final Preservation Decision from the Decision Chart (answer questions on page 2 first):
   - [ ] Permanently archive content in the Digital Archive
   - [ ] Do not archive content in the Digital Archive.

   Preservation Risk: (Complete section 4 of the Decision Chart on page 2):
   - [ ] Mark if this collection is a High Preservation Risk

2. Who can access the content inside the Rosetta Digital Archive?
   a. [ ] Access to the archived content is not restricted.
   b. [ ] Restrict access to archival objects inside the Digital Archive as follows:
      - [ ] Default access: archivist; content owner; those with the owner’s permission.
      - [ ] Other access restrictions: There are many options for granting or restricting access to the
digital archive. Describe desired access requirements or exceptions for this collection:

3. Preservation Metadata and Collection Updates
   a. The source (creator / owner and location) of the metadata to be added to the Digital Archive is:
   b. How often will these objects need to be accessed or updated? (Check all that are appropriate.)
      - [ ] Ongoing collection
      - [ ] When updating Metadata
      - [ ] Rarely
      - [ ] Other

4. Are other digital preservation actions needed?
   a. Virus checks and fixity checks are regularly performed on content in the Digital Archive. 
      Describe any additional preservation services needed for the collection:
   b. Additional copies. For preservation purposes, at least three copies of the content are kept: The 
      Rosetta Digital Archive, a tape copy in the granite vaults, and an M-Disc copy. Describe any
      additional copies needed:
   c. In time, continued access may require that the objects be migrated to other digital formats. Select
      the content option below that is most important.
      - [ ] The intellectual content must retain the original format (this may not always be possible).
      - [ ] The intellectual content should retain the format if possible.
      - [ ] The intellectual content is more important than the format.

5. Additional considerations? Add additional information or support for decision as needed.
Preserving Content in the HBLL Digital Archive:
Decision Chart

### Appraisal and Selection Questions:
**Circle your response and follow the arrow:**

<table>
<thead>
<tr>
<th><strong>1. Library responsibility to keep the collection:</strong></th>
<th><strong>Responses and Directions:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>• Does the library have a responsibility to keep this collection for at least 20 years?</td>
<td>Yes No</td>
</tr>
<tr>
<td>• Does this fit current collecting levels?</td>
<td>Yes No</td>
</tr>
<tr>
<td>• Is this an archival collection?</td>
<td>Yes No</td>
</tr>
<tr>
<td>• Is there a legal requirement to keep it?</td>
<td>Yes No</td>
</tr>
<tr>
<td>• Is there a contract to keep it?</td>
<td>Yes No</td>
</tr>
</tbody>
</table>

1. Responsibility to preserve:
   • If Yes to any question, go to section 2.
   • If No to all questions:
     o Go to **Preservation Decision** below:
     o Check *Do not archive content.*
     o Do not store digital master files.

<table>
<thead>
<tr>
<th><strong>2. Does the Library have legal permission to:</strong></th>
<th><strong>Responses and Directions:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>• Make digital preservation copies?</td>
<td>Yes No</td>
</tr>
<tr>
<td>• Change the digital format if needed?</td>
<td>Yes No</td>
</tr>
<tr>
<td>• Make objects accessible to others now, or by a specified date?</td>
<td>Yes No</td>
</tr>
</tbody>
</table>

2. Copyright permissions
   • If Unsure consult the BYU Copyright Office before continuing.
   • If Yes to all permissions, go to section 3.
   • If No to any permission:
     o Go to **Preservation Decision** below:
     o Check *Do not archive content.*
     o Do not store digital master files.

<table>
<thead>
<tr>
<th><strong>3. Availability of this collection elsewhere:</strong></th>
<th><strong>Responses and Directions:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>• Are these objects commercial items preserved by someone else?</td>
<td>Yes No</td>
</tr>
<tr>
<td>o If BYU has a contract or permission to preserve the commercial objects, circle No</td>
<td></td>
</tr>
<tr>
<td>• Is there a physical copy in good condition that will be available long term?</td>
<td>Yes No</td>
</tr>
<tr>
<td>• Is a copy permanently archived in an ISO certified Trusted Digital Repository?</td>
<td>Yes No</td>
</tr>
<tr>
<td>o Which repository?</td>
<td></td>
</tr>
</tbody>
</table>

3. Other copies:
   • If No to every question,
     o Go to **Preservation Decision** below:
     o Check *Permanently Archive content.*
     o Go to section 4 to decide the priority.
   • If Yes to any question:
     o Go to **Preservation Decision** below:
     o Check *Do not archive content.*
     o Do not store digital master files.

<table>
<thead>
<tr>
<th><strong>4. The risk of this digital collection being lost:</strong></th>
<th><strong>Responses and Directions:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>• Is the content deteriorating or at risk?</td>
<td>Yes No</td>
</tr>
<tr>
<td>Possible risk conditions include:</td>
<td></td>
</tr>
<tr>
<td>o Deteriorating or poor condition</td>
<td></td>
</tr>
<tr>
<td>o Near-obsolete media or format</td>
<td></td>
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<tr>
<td>o Projected object lifespan: 1 - 2 years</td>
<td></td>
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<tr>
<td>o Content is ephemeral or transitory</td>
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<tr>
<td>o Media viewer unavailable or discontinuing?</td>
<td></td>
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<tr>
<td>• Would it be difficult / impossible to recreate the digital objects if lost?</td>
<td>Yes No</td>
</tr>
</tbody>
</table>

4. Need / Priority:
   • If Unsure consult BYU Digital Preservation before continuing.
   • If Yes to all questions:
     o Go to **Preservation Risk** below:
     o Check *High Preservation Risk.*
   • If No to any question:
     o Collection will be handled as a regular archival collection

### Preservation Decision:
- [ ] Permanently archive content in the Digital Archive
- [ ] Do not archive content in the Digital Archive

Record this information on the other side of the page and complete the rest of the form.