

For Curators:

Criterion	1 (Low Priority)	2	3	4	5 (High Priority)
Physical Condition	Stable; no visible damage	Minor wear; stable	Some wear, slight damage	Severe deterioration evident	Critical deterioration; immediate action needed
Historical / Cultural Value	Minimal research, cultural, or historical value	Some historical value; limited interest	Moderate value; significant to specific research or community	Important historical or cultural value; often requested	Unique, high historical or cultural value; critical part of collections
Usage & Demand	Never requested or accessed	Rarely requested	Occasionally requested; moderate interest	Frequently accessed; part of exhibits/programs	Constantly in demand; vital for core research, exhibits, or programming
Uniqueness / Irreplaceability	Multiple copies or backups exist	Other copies may exist in different formats or places	One or two known copies elsewhere	Likely the only existing copy	Absolutely unique; only existing source material
Educational / Outreach Potential	Unlikely to support public or educational programs	Could support limited interest	Could support future use in exhibitions or educational programs	Would strongly enhance educational or public outreach activities	Essential for ongoing or upcoming educational and outreach initiatives
Community-Centered Preservation/Inclusive and Ethical Stewardship	Does not support community representation or inclusive access goals.	Limited or indirect support for representation goals; minimal or unclear community benefit.	Supports representation goals; access improvements are evident but impact is less direct or not fully articulated.	Strong case for increasing access to marginalized materials in Cornell/global archives; reconnects source communities with research or collections.	Significantly increases access for source or local communities, especially those historically underrepresented; directly benefits origin groups.
Queing Advantage Criterion	Queing Advantage 5 (High)	Queing Advantage 4	Queing Advantage 3	Queing Advantage 2	Queing Advantage 1 (Low)
Rights & Permissions	Fully open; minimal restrictions	Some restrictions but clear rights status	Rights unclear; manageable with research	Rights complex; will require dedicated effort to resolve	Very restrictive; requires legal or ethical attention to ensure access
Collection Prep Needed	Fully processed; item-level description; individually labeled	Collection has been adequately processed and described; AV items have media numbers and	Collection has been minimally processed and described (say, at the folder or box level)	Has collection number, but has yet to be processed	Yet to be accessioned

For AV Preservation Manager:

Criterion	1 (Low Priority)	2	3	4	5 (High Priority)
Format Obsolescence	Common; easy to access equipment	Less common; some playback equipment available	Becoming obsolete; equipment difficult to find	Rare; very limited access options	Nearly obsolete or extinct; urgent migration needed