

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 relevance to historical or cultural narratives; not associated with notable events, people, or traditions	Limited historical or cultural connection; some potential interest to niche audiences	Moderately significant; contributes to understanding specific events, communities, or cultural expressions	Highly significant; documents important moments, movements, or cultural practices with broader impact	Irreplaceable record of pivotal history, culture, or identity; essential for preserving collective memory or heritage
Research Value	No known or expected research interest; lacks contextual or informational significance	Limited research potential; offers narrow, repetitive, or poorly contextualized content	Moderate research interest; relevant to specialized topics or fields; may support case studies or niche inquiries	Strong basis for scholarly or interpretive work; contributes to interdisciplinary or comparative research	Foundational research value; enables new insights, reinterpretations, or historically significant discoveries; addresses gaps in the record
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
Institutional Relevance	Unrelated to Cornell's collecting areas, academic programs, or public engagement priorities	Marginal connection to institutional themes or curriculum; limited potential for internal use	Moderately relevant; aligns with a specific collecting area, academic unit, or teaching focus	Strong fit with institutional strengths in research, curriculum, or outreach; supports ongoing initiatives or partnerships	Central to Cornell's mission and collecting strategy; essential for academic programming, community engagement, or long-term stewardship goals

Queuing Advantage:

Criterion	1 (Low Priority)	2	3	4	5 (High Priority)
Rights & Permissions	Very restrictive; requires legal or ethical attention to ensure access	Rights complex; will require dedicated effort to resolve	Rights unclear; manageable with research	Some restrictions but clear rights status	Fully open; minimal restrictions
Collection Prep Needed	Yet to be accessioned	Has collection number, but has yet to be processed	Collection has been minimally processed and described (e.g., at the folder or box level)	Collection has been adequately processed and described; AV items have media numbers and are individually labeled	Fully processed; item-level description; individually labeled

For 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