

The Bancroft Library Appraisal Evaluation For New Collections and Additions

SERIES NAME:							RATING	COMMENTS
100 Suns Exhibit	5	4	3	2	1	0		
VALUE OF INFORMATION							11	
Creator	Very significant nationally, regionally, locally; and/or top of organizational hierarchy	Significant nationally, regionally, locally; and/or near top of organizational hierarchy	Regionally significant; creator is important to organization but not an officer	Locally significant, member of organization	Limited significance	Cannot be determined	4	Exhibit created by artist Michael Light and UC Berkeley Graduate School of Journalism, Center for Photography. Unknown digital photographer of exhibit, assume Bancroft library staff. (http://journalism.berkeley.edu/events/details/234/)
Approximate inclusive dates of series	before 1920	1920-1945	1945-1985	within the last 20 years	within the last 10 years	within the last 5 years	0	October, 2005
Present and future research use potential	Very high use	High use	Moderate use	Minimal use	Difficult to determine	None anticipated	2	May be useful to those researching campus events, campus architecture in 2005, collaborations between the University and California artists
Evidence of historical events or business transactions	Very high	High	Moderate	Minimal	Difficult to determine	None anticipated	2	Evidence of campus event
Documents decision-making processes at the national, state, or local level	Utmost importance	Very Important	Important	Some Importance	Slight importance	Not important	0	
Limitations on Use due to Physical Characteristics or Donor Restrictions	Very high	High	Moderate	Minimal	Difficult to determine	None anticipated	0	none
Priority within Collection Development Policy or Institution's Critical Functions	Critical to collecting scope	Within collecting scope	Related to collecting scope	series is split with another institution	series is marginally related to collecting scope	Out of collecting scope	3	Photographic documentation of campus and campus event. Most likely supplemental to other documentation of this exhibit by the exhibit creators themselves.
COST OF RETENTION							34	
	5	4	3	2	1	0		
Estimated linear feet	0 to 15	15 to 30	30 to 50	50 to 100	100 to 300	over 300	5	
Estimated percentage (%) of NRLF annual allotment	0-2%	2-4%	4-6%	6-8%	8-10%	over 10%	5	less than 1%
Arrangement	Complete, good original order	Mostly complete, good original order	Significant gaps, good original order	Gaps; Original order mixed throughout	Folders removed and original order nonexistent	Not a relevant issue	0	
Conservation/Preservation treatment or conversion needed	Excellent, no treatment or conversion needed	Good. 1-5% of series needs some care.	Fair. 5-10% needs treatment.	Poor. 10-20% needs treatment.	Very poor. Over 20% of series needs treatment.	Not a relevant issue	0	
Other formats: Percentage of Audio-Visual, Pictorial, and/or electronic records	0%	1% to 5%	5% to 10%	10% to 20%	20% to 50%	50% to 100%	0	100% electronic records
Possible restrictions	None	Copyright not granted	Limited access restrictions and copyright not granted	Clearly stated access restrictions stipulated by donor	All access restricted until a given date	Not a relevant issue	3	May need to investigate as images were included in book by Michael Light and are most likely considered his property.
Deadline for processing mandated by grant or deed	1-3 years	3-5 years	5-10 years	10-20 years	more than 20 years	No deadline stipulated	0	
Monetary value of series (appraisal or purchase)	more than \$30,000	\$10,000-\$30,000	\$5,000-\$10,000	less than \$5,000	Not known/no monetary value	Not a relevant issue	1	no monetary value
Amount of funding attached to series	More than sufficient to process	Sufficient to process	Sufficient to process half the series	Some financial assistance given	consulting or student provided	No funding given	0	none
Estimated cost of Digital Conversion	\$0 - \$2,000	\$2,000 - \$5,000	\$5,000 - \$10,000	\$10,000-\$15,000	\$15,000 - \$20,000	more than \$20,000	5	records are born digital
Estimated Staff Costs for E-Records Storage & Access	\$0 - \$5,000	\$5,000 - \$15,000	\$15,000 - \$40,000	\$40,000 - \$80,000	\$80,000 - \$120,000	more than \$120,000	5	Staff costs: \$35, DPR costs: \$13.89/year
Estimated cost of supplies	\$0 - \$2,000	\$2,000 - \$5,000	\$5,000 - \$10,000	\$10,000-\$15,000	\$15,000 - \$20,000	more than \$20,000	5	none
Estimated cost of processing staff	\$0 - \$5,000	\$5,000 - \$15,000	\$15,000 - \$40,000	\$40,000 - \$80,000	\$80,000 - \$120,000	more than \$120,000	5	\$277.88
IMPLICATIONS OF APPRAISAL RECOMMENDATIONS							8	
Political Considerations: importance of donor to Bancroft/Gen Library/Campus	Utmost importance	Very Important	Important	Some Importance	Slight importance	Not a relevant issue	3	The artist is most likely important to the University
Procedural Precedents: in the future, will Bancroft have to accept records of similar value?	Does not obligate Bancroft to take similar series	Creates slight conflict in current policy interpretations	Creates conflict with current policy	Creates a burden on curator to explain/defend collection policy	Creates a burden on director to explain/defend collection policy	Always Obligates Bancroft to take similar series in future	5	
	5	4	3	2	1	0	TOTAL	
PRIORITY FOR RETENTION	Highest	Higher	High	Moderate	Low	Not a Priority		
	102-126	82-101	62-81	42-61	22-41	1-21	53	Moderate

The Bancroft Library Appraisal Evaluation For New Collections and Additions

SERIES NAME:							RATING	COMMENTS
Bookplates	5	4	3	2	1	0		
VALUE OF INFORMATION	7							
Creator	Very significant nationally, regionally, locally; and/or top of organizational hierarchy	Significant nationally, regionally, locally; and/or near top of organizational hierarchy	Regionally significant; creator is important to organization but not an officer	Locally significant, member of organization	Limited significance	Cannot be determined	1	Acquisitions & Print Intake Coordinator and Curatorial Support Coordinator, Bancroft Library
Approximate inclusive dates of series	before 1920	1920-1945	1945-1985	within the last 20 years	within in the last 10 years	within the last 5 years	3	July, 2002 - October, 2007
Present and future research use potential	Very high use	High use	Moderate use	Minimal use	Difficult to determine	None anticipated	1	Possibly for library history, donation/purchase history, collection processing and maintenance
Evidence of historical events or business transactions	Very high	High	Moderate	Minimal	Difficult to determine	None anticipated	1	Marginal, shows bookplates ordered, but not actual order forms or receipts. Some fax requests to Artline (printer).
Documents decision-making processes at the national, state, or local level	Utmost importance	Very Important	Important	Some Importance	Slight importance	Not important	1	Documents bookplates created.
Limitations on Use due to Physical Characteristics or Donor Restrictions	Very high	High	Moderate	Minimal	Difficult to determine	None anticipated	0	none
Priority within Collection Development Policy or Institution's Critical Functions	Critical to collecting scope	Within collecting scope	Related to collecting scope	series is split with another institution	series is marginally related to collecting scope	Out of collecting scope	0	Is not a critical function, or at least the critical function records for these events could be found elsewhere (i.e., accounting)
COST OF RETENTION	31							
	5	4	3	2	1	0		
Estimated linear feet	0 to 15	15 to 30	30 to 50	50 to 100	100 to 300	over 300	5	0
Estimated percentage (%) of NRLF annual allotment	0-2%	2-4%	4-6%	6-8%	8-10%	over 10%	5	far less than 1%
Arrangement	Complete, good original order	Mostly complete, good original order	Significant gaps, good original order	Gaps; Original order mixed throughout	Folders removed and original order nonexistent	Not a relevant issue	0	
Conservation/Preservation treatment or conversion needed	Excellent, no treatment or conversion needed	Good. 1-5% of series needs some care.	Fair. 5-10% needs treatment.	Poor. 10-20% needs treatment.	Very poor. Over 20% of series needs treatment.	Not a relevant issue	0	
Other formats: Percentage of Audio-Visual, Pictorial, and/or electronic records	0%	1% to 5%	5% to 10%	10% to 20%	20% to 50%	50% to 100%	0	100% electronic records
Possible restrictions	None	Copyright not granted	Limited access restrictions and copyright not granted	Clearly stated access restrictions stipulated by donor	All access restricted until a given date	Not a relevant issue	0	
Deadline for processing mandated by grant or deed	1-3 years	3-5 years	5-10 years	10-20 years	more than 20 years	No deadline stipulated	0	
Monetary value of series (appraisal or purchase)	more than \$30,000	\$10,000-\$30,000	\$5,000-\$10,000	less than \$5,000	Not known/no monetary value	Not a relevant issue	1	no monetary value
Amount of funding attached to series	More than sufficient to process	Sufficient to process	Sufficient to process half the series	Some financial assistance given	consulting or student provided	No funding given	0	none
Estimated cost of Digital Conversion	\$0 - \$2,000	\$2,000 - \$5,000	\$5,000 - \$10,000	\$10,000-\$15,000	\$15,000 - \$20,000	more than \$20,000	5	born digital records
Estimated Staff Costs for E-Records Storage & Access	\$0 - \$5,000	\$5,000 - \$15,000	\$15,000 - \$40,000	\$40,000 - \$80,000	\$80,000 - \$120,000	more than \$120,000	5	Staff costs: \$25, DPR costs: \$0.22/year
Estimated cost of supplies	\$0 - \$2,000	\$2,000 - \$5,000	\$5,000 - \$10,000	\$10,000-\$15,000	\$15,000 - \$20,000	more than \$20,000	5	none
Estimated cost of processing staff	\$0 - \$5,000	\$5,000 - \$15,000	\$15,000 - \$40,000	\$40,000 - \$80,000	\$80,000 - \$120,000	more than \$120,000	5	\$4.30
IMPLICATIONS OF APPRAISAL RECOMMENDATIONS	5							
Political Considerations: importance of donor to Bancroft/Gen Library/Campus	Utmost importance	Very Important	Important	Some Importance	Slight importance	Not a relevant issue	0	
Procedural Precedents: in the future, will Bancroft have to accept records of similar value?	Does not obligate Bancroft to take similar series	Creates slight conflict in current policy interpretations	Creates conflict with current policy	Creates a burden on curator to explain/defend collection policy	Creates a burden on director to explain/defend collection policy	Always Obligates Bancroft to take similar series in future	5	
	5	4	3	2	1	0	TOTAL	
PRIORITY FOR RETENTION	Highest	Higher	High	Moderate	Low	Not a Priority		
	102-126	82-101	62-81	42-61	22-41	1-21	43	Moderate

The Bancroft Library Appraisal Evaluation For New Collections and Additions

SERIES NAME:							RATING	COMMENTS
BTS MC Minutes	5	4	3	2	1	0		
VALUE OF INFORMATION							12	
Creator	Very significant nationally, regionally, locally; and/or top of organizational hierarchy	Significant nationally, regionally, locally; and/or near top of organizational hierarchy	Regionally significant; creator is important to organization but not an officer	Locally significant, member of organization	Limited significance	Cannot be determined	2	Associate Director, Bancroft Library
Approximate inclusive dates of series	before 1920	1920-1945	1945-1985	within the last 20 years	within in the last 10 years	within the last 5 years	0	March, 2008 - February, 2011
Present and future research use potential	Very high use	High use	Moderate use	Minimal use	Difficult to determine	None anticipated	2	Some use for history of libraries, administration/manage ment of libraries
Evidence of historical events or business transactions	Very high	High	Moderate	Minimal	Difficult to determine	None anticipated	2	Evidence of library business planning and transactions in both Agendas and Minutes
Documents decision-making processes at the national, state, or local level	Utmost importance	Very Important	Important	Some Importance	Slight importance	Not important	3	Minutes (specifically) document decisions made in Library Management Committee meetings. Important to Library
Limitations on Use due to Physical Characteristics or Donor Restrictions	Very high	High	Moderate	Minimal	Difficult to determine	None anticipated	0	none
Priority within Collection Development Policy or Institution's Critical Functions	Critical to collecting scope	Within collecting scope	Related to collecting scope	series is split with another institution	series is marginally related to collecting scope	Out of collecting scope	3	Related to collecting scope in that the Minutes document University administration specifically related to Bancroft Library
COST OF RETENTION							31	
	5	4	3	2	1	0		
Estimated linear feet	0 to 15	15 to 30	30 to 50	50 to 100	100 to 300	over 300	5	
Estimated percentage (%) of NRLF annual allotment	0-2%	2-4%	4-6%	6-8%	8-10%	over 10%	5	far less than 1%
Arrangement	Complete, good original order	Mostly complete, good original order	Significant gaps, good original order	Gaps; Original order mixed throughout	Folders removed and original order nonexistent	Not a relevant issue	0	
Conservation/Preservation treatment or conversion needed	Excellent, no treatment or conversion needed	Good. 1-5% of series needs some care.	Fair. 5-10% needs treatment.	Poor. 10-20% needs treatment.	Very poor. Over 20% of series needs treatment.	Not a relevant issue	0	
Other formats: Percentage of Audio-Visual, Pictorial, and/or electronic records	0%	1% to 5%	5% to 10%	10% to 20%	20% to 50%	50% to 100%	0	100% electronic records
Possible restrictions	None	Copyright not granted	Limited access restrictions and copyright not granted	Clearly stated access restrictions stipulated by donor	All access restricted until a given date	Not a relevant issue	0	
Deadline for processing mandated by grant or deed	1-3 years	3-5 years	5-10 years	10-20 years	more than 20 years	No deadline stipulated	0	
Monetary value of series (appraisal or purchase)	more than \$30,000	\$10,000-\$30,000	\$5,000-\$10,000	less than \$5,000	Not known/no monetary value	Not a relevant issue	1	no monetary value
Amount of funding attached to series	More than sufficient to process	Sufficient to process	Sufficient to process half the series	Some financial assistance given	consulting or student provided	No funding given	0	none
Estimated cost of Digital Conversion	\$0 - \$2,000	\$2,000 - \$5,000	\$5,000 - \$10,000	\$10,000-\$15,000	\$15,000 - \$20,000	more than \$20,000	5	records are born digital
Estimated Staff Costs for E-Records Storage & Access	\$0 - \$5,000	\$5,000 - \$15,000	\$15,000 - \$40,000	\$40,000 - \$80,000	\$80,000 - \$120,000	more than \$120,000	5	Staff costs: \$20, DPR costs: \$0.20/year
Estimated cost of supplies	\$0 - \$2,000	\$2,000 - \$5,000	\$5,000 - \$10,000	\$10,000-\$15,000	\$15,000 - \$20,000	more than \$20,000	5	none
Estimated cost of processing staff	\$0 - \$5,000	\$5,000 - \$15,000	\$15,000 - \$40,000	\$40,000 - \$80,000	\$80,000 - \$120,000	more than \$120,000	5	\$4.03
IMPLICATIONS OF APPRAISAL RECOMMENDATIONS							5	
Political Considerations: importance of donor to Bancroft/Gen Library/Campus	Utmost importance	Very Important	Important	Some Importance	Slight importance	Not a relevant issue	0	
Procedural Precedents: in the future, will Bancroft have to accept records of similar value?	Does not obligate Bancroft to take similar series	Creates slight conflict in current policy interpretations	Creates conflict with current policy	Creates a burden on curator to explain/defend collection policy	Creates a burden on director to explain/defend collection policy	Always Obligates Bancroft to take similar series in future	5	
	5	4	3	2	1	0	TOTAL	
PRIORITY FOR RETENTION	Highest	Higher	High	Moderate	Low	Not a Priority		
	102-126	82-101	62-81	42-61	22-41	1-21	48	Moderate

The Bancroft Library Appraisal Evaluation For New Collections and Additions

SERIES NAME:							RATING	COMMENTS
Desiderata	5	4	3	2	1	0		
VALUE OF INFORMATION							6	
Creator	Very significant nationally, regionally, locally; and/or top of organizational hierarchy	Significant nationally, regionally, locally; and/or near top of organizational hierarchy	Regionally significant; creator is important to organization but not an officer	Locally significant, member of organization	Limited significance	Cannot be determined	1	Acquisitions & Print Intake Coordinator and Curatorial Support Coordinator, Bancroft Library
Approximate inclusive dates of series	before 1920	1920-1945	1945-1985	within the last 20 years	within in the last 10 years	within the last 5 years	3	October, 1998 - August, 2007
Present and future research use potential	Very high use	High use	Moderate use	Minimal use	Difficult to determine	None anticipated	1	Possibly some use in history of library aspect, especially related to requests for specific book donations and collection development history
Evidence of historical events or business transactions	Very high	High	Moderate	Minimal	Difficult to determine	None anticipated	0	Does not mark acquisition events, rather marks desired acquisitions
Documents decision-making processes at the national, state, or local level	Utmost importance	Very Important	Important	Some Importance	Slight importance	Not important	1	Documents desires at local level
Limitations on Use due to Physical Characteristics or Donor Restrictions	Very high	High	Moderate	Minimal	Difficult to determine	None anticipated	0	none
Priority within Collection Development Policy or Institution's Critical Functions	Critical to collecting scope	Within collecting scope	Related to collecting scope	series is split with another institution	series is marginally related to collecting scope	Out of collecting scope	0	Is not related to critical functions; does not fall under University Archives scope and emphases
COST OF RETENTION							31	
	5	4	3	2	1	0		
Estimated linear feet	0 to 15	15 to 30	30 to 50	50 to 100	100 to 300	over 300	5	
Estimated percentage (%) of NRLF annual allotment	0-2%	2-4%	4-6%	6-8%	8-10%	over 10%	5	far less than 1%
Arrangement	Complete, good original order	Mostly complete, good original order	Significant gaps, good original order	Gaps; Original order mixed throughout	Folders removed and original order nonexistent	Not a relevant issue	0	
Conservation/Preservation treatment or conversion needed	Excellent, no treatment or conversion needed	Good. 1-5% of series needs some care.	Fair. 5-10% needs treatment.	Poor. 10-20% needs treatment.	Very poor. Over 20% of series needs treatment.	Not a relevant issue	0	
Other formats: Percentage of Audio-Visual, Pictorial, and/or electronic records	0%	1% to 5%	5% to 10%	10% to 20%	20% to 50%	50% to 100%	0	100% electronic records
Possible restrictions	None	Copyright not granted	Limited access restrictions and copyright not granted	Clearly stated access restrictions stipulated by donor	All access restricted until a given date	Not a relevant issue	0	
Deadline for processing mandated by grant or deed	1-3 years	3-5 years	5-10 years	10-20 years	more than 20 years	No deadline stipulated	0	
Monetary value of series (appraisal or purchase)	more than \$30,000	\$10,000-\$30,000	\$5,000-\$10,000	less than \$5,000	Not known/no monetary value	Not a relevant issue	1	no monetary value
Amount of funding attached to series	More than sufficient to process	Sufficient to process	Sufficient to process half the series	Some financial assistance given	consulting or student provided	No funding given	0	none
Estimated cost of Digital Conversion	\$0 - \$2,000	\$2,000 - \$5,000	\$5,000 - \$10,000	\$10,000-\$15,000	\$15,000 - \$20,000	more than \$20,000	5	records are born digital
Estimated Staff Costs for E-Records Storage & Access	\$0 - \$5,000	\$5,000 - \$15,000	\$15,000 - \$40,000	\$40,000 - \$80,000	\$80,000 - \$120,000	more than \$120,000	5	Staff costs: \$20, DPR costs: \$0.11/year
Estimated cost of supplies	\$0 - \$2,000	\$2,000 - \$5,000	\$5,000 - \$10,000	\$10,000-\$15,000	\$15,000 - \$20,000	more than \$20,000	5	none
Estimated cost of processing staff	\$0 - \$5,000	\$5,000 - \$15,000	\$15,000 - \$40,000	\$40,000 - \$80,000	\$80,000 - \$120,000	more than \$120,000	5	\$2.27
IMPLICATIONS OF APPRAISAL RECOMMENDATIONS							5	
Political Considerations: importance of donor to Bancroft/Gen Library/Campus	Utmost importance	Very Important	Important	Some Importance	Slight importance	Not a relevant issue	0	
Procedural Precedents: in the future, will Bancroft have to accept records of similar value?	Does not obligate Bancroft to take similar series	Creates slight conflict in current policy interpretations	Creates conflict with current policy	Creates a burden on curator to explain/defend collection policy	Creates a burden on director to explain/defend collection policy	Always Obligates Bancroft to take similar series in future	5	
	5	4	3	2	1	0	TOTAL	
PRIORITY FOR RETENTION	Highest	Higher	High	Moderate	Low	Not a Priority		
	102-126	82-101	62-81	42-61	22-41	1-21	42	Moderate