



Trace Guidelines and Priorities

Trace is a set of collections and related services that centralizes, preserves, and provides persistent and reliable access to the research output, scholarship, and creative works of faculty, campus units, and students at the University of Tennessee. Use this form to help organize your documents into collections and to prioritize them according to your available resources.

Recommendations

- Born digital: begin with documents already available in digital format (MS Office, PDF, etc)
- Most recent: uploading begins with most recent year and works backwards
- Completed static works
- Own copyright
- Does not duplicate other work

Example Document Types

- Journals
- Newsletter
- Research publication
- Conference proceeding/ workshop held/hosted by UT

Below is a list of questions to answer with your Trace liaison to help prioritize your projects.

1. Project Background

- Provide background/descriptive information on the collection

2. Purpose

- What is the purpose of digitizing these materials?

3. Preservation concerns

- What is the condition of the materials to be digitized?
- What will happen to them after digitization?

4. Audience

- Is there an active, current audience for the materials?
- Who uses them and who would use them if they were to be digitized?
- Is the audience consistent with the mission of UT Libraries?



5. Ownership of materials

The four factors to be considered in determining fair use are:

1. The purpose and character of the use, including whether such use is of commercial nature or is for nonprofit educational purposes;
2. The nature of the copyrighted work;
3. The amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
4. The effect of the use upon the potential market for or value of the copyrighted work.

6. Non-Duplication

- Have these materials already been digitized elsewhere?
- Is there already an online repository for similar materials?

7. Open Access

- Do you have any concerns with the digitized materials being made freely available on the Web?

8. Value of Materials

- Are these materials of sufficient value to warrant the considerable expense associated with a digitization project?

9. Scope

- How many items are to be digitized?
- What formats (text, images, sound files)?
- What descriptive material is associated with the collection?
- Is there a proposed timeline or an effective deadline to the project (for instance, should it be timed to coincide with the anniversary of a historical event or an important conference?)

10. Resource Allocation

- Would you be able to dedicate partial or full time student work to complete this project?



11. Sample Time Frames

- Scanning:
 - Bound book pages – Allot at least 1 hour to scan 30-35 pages (approx. 1.5 min per page)
 - Loose sheet pages – Allot approx. 1 hour to scan 50-60 pages (approx. 1 min per page)
- Uploading:
 - Allot approx. 1 hour to upload 12 articles (approx. 5 min per submission)

Contacts:

Trace—trace@utk.edu

Trace Administrator— Seth Jordan, sjordan@utk.edu

Associate Dean for Scholarly Communication & Research Services - Holly Mercer, hollymercercer@utk.edu

For further information on a particular topic, you may contact the appropriate librarian liaison from the following page: [Subject Liaison Librarian](#)