Website Appraisal Checklist (2/16/2017, Yale University Web Archiving Working Group)

The Website Appraisal Checklist is a tool to use when determining whether the website has archival or permanent values, and whether or not it should be a part of your collection.

Content of the website

1. What does the website document?

2. What value does the website have?
   Types of values are:
   - Evidential Value: The quality of records that provides information about the origins, functions, and activities of their creator
   - Informational Value: The usefulness or significance of materials based on their content, independent of any intrinsic or evidential value.
   - Intrinsic Value: The usefulness or significance of an item derived from its physical or associational qualities, inherent in its original form and generally independent of its content, that are integral to its material nature and would be lost in reproduction.

3. Is the content of the website duplicated elsewhere in your collection?

4. What use do you anticipate for the archived website?

Organizational mission and collection strategy

5. How does the website fit the goals of your organization’s mission?
6. What is the relationship of the website to your current collection development policies?

Legal issues

7. What is the provenance of the website? Does the website contain vital records?
   - Vital records are defined as recorded information that must be protected in the event of an emergency or disaster because of severe consequences to the office and the University as a whole if the record is lost or destroyed.
   - Depending on use agreement. Does the effort of determining the ownership of the content justify collection?

8. How do legal guidelines apply to the website?
   - Please refer to the documents on copyright/permission of web archive (forthcoming)
9. What restrictions apply to the website?
   - Does the website contain any sensitive or embargoed records? Theoretically, all the
     information on the web is open to public.

10. Does the information contained on a website fall under the review of a records retention
    schedule? Would this information be characterized as “Non-Permanent” in value to an
    organization and therefore be scheduled for deletion after a retention period has expired?

Technical issues

11. What is the storage medium? Is the information documented elsewhere in an easier to use
    format?

12. What are the costs of acquiring and preserving the website?
    - Will your time and resources be used efficiently through an appraisal of web content?
    - How much processing time will be involved?