## **Appendix F: Notable Documents Rating Chart**

Judge's Name:	Governmental Level:	

	Title of Nomination	Material/Type		Total								
			1	2	3	4	5	6	7	8	9	Scores
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												
16												
17												
18												
19												
20												

## **Scoring Category Criteria**

- 1. Extent of lasting value
- 2. Extent of reference and bibliographic value
- 3. Extent to which the document contributes to the expansion of knowledge, gives evidence of innovation in presentation, or demonstrates a creative approach in its treatment
- 4. Extent to which the document contributes to an understanding of government processes, functions or purview; provides significant government information; or reflects the mission of the publishing agency
- 5. Extent to which the document contributes to enhancing the quality of life or provides information that helps the reader make informed decisions on important issues
- 6. Extent to which a document appeals to a broad audience
- 7. Extent to which the document is written in a lucid style comprehensible to non-specialists
- 8. Extent to which the title reflects actual contents and achieves its intended purpose by following through on its thesis and doing what it says it will do
- 9. Consideration is given to the physical appearance including such features as typography, design, paper, quality of illustrations, maps, table charts, graphs, printing, binding, use of color, ease of use of volume; and the extent to which document is generally pleasant to browse through. Additionally, with electronic documents, consideration is given to features such as the ability to browse a document, overall usability, search interface and capabilities, and the frequency of updating.

Points will be awarded in each category as follows:

Unsatisfactory: 0

Poor: 1-2Average: 3-7Excellent: 8-10