

Digital Initiatives

Collection Development Policy

July 1, 2009

Prepared by the Digital Initiatives Task Force

Membership: Bill Modrow
Lucy Patrick
Sharon Schwerzel
Plato Smith
Mark Stoffan, TF Chair
Tamara Weatherholt
Amy Weiss
Eddie Woodward
Roy Ziegler, CD Policy Coordinator

Approved by the University Libraries' Collection Development Committee

Approved by Julia Zimmerman, Dean of the University Libraries

Digital Initiatives Collection Development Policy Statement

Prepared by the Digital Initiatives Task Force

July 1, 2009

Overview

A major initiative of the libraries of Florida State University is to create a digital repository from a variety of sources, in a variety of formats. Digital Collections will be built as part of a systematic and coordinated effort to preserve cultural artifacts and research materials, improve accessibility, and enhance scholarly exploration. The Libraries are committed to providing long-term management of these digital resources. The materials populating the collections will be drawn from a variety of subject areas and diverse geographic locations, and will be selected for their potential to support the University's mission and strategic goals.

The University Libraries organize and manage the day-to-day operation of the digital program. A strong working relationship with librarians in the Colleges of Information, Law, Medicine and Music is important to building a balanced and robust collection. Every effort will be made to be inclusive by securing deposits that represent the comprehensive interests of the University.

The Digital Collections Unit prepares and maintains in digital form collections that are consistent with this policy. The Digital Collections Committee reviews candidates for possible digitization and prioritizes projects, in conjunction with the Dean of University Libraries and Senior Leadership. After it has been determined that a proposed project supports FSU priorities, criteria for initiation of a digital project include: fiscal and technical feasibility, property rights, and size and complexity of the collection. Collaborations with partners, both on and off campus, are desirable when they facilitate greater content accessibility and preservation. Requests by individuals to digitize material for highly focused personal projects will be considered on a case-by-case basis by the Digital Collections Committee, and, as appropriate, by the Dean of University Libraries, but such projects are generally discouraged.

Mission Statement

Florida State University Libraries will consider materials for digitization and deposit into a permanent open access archive when the content supports the curricular and research interests of the University. In rare instances, the library will consider commercial relationships of limited duration in order to preserve materials with open access being the long-term goal. Thematic collections, collections of local and regional importance, and collections from divisions within the University will be considered. The University community will be notified on a regular basis about the program in order to actively seek content.

Collection Development Policy and Guidelines:

The value of the materials and their interest to the scholarly community are the primary criteria for any item being digitized. Other criteria include:

- Enhancement of the University's or community's history
 - Useful, accurate, well-documented material
 - Generous range and scope in relevant subject discipline
 - Rare, unique, artifactual or institutional importance
 - Sufficient or anticipated demand for digitized items
- When an exact or similar digital copy already exists in an open access repository, another digital copy will not be created unless there is significant justification.
 - Materials must either be in the public domain or have written approval from the copyright holder. In some instances when the copyright holder requests restricted access, an embargo may be granted, not to exceed 6 years.
 - Materials that will make significant contributions to other collaborative digitization projects will be supported and encouraged.

- When gaps are identified in collections scheduled for digitization, every effort will be made to locate a copy for inclusion in the collection. If necessary, purchasing the source document and securing proper permissions will be pursued.

Collection Development Criteria

After the Digital Collections Committee agrees that material being considered for digitization projects satisfies the basic mission and policy statements, the Committee will also establish the project's priority and suitability for digitization. The Digital Projects Selection Checklist will be the primary instrument used for the assessment.

The following criteria are mandatory:

- Material provides adequate information for metadata creation
- Material has reliable provenance or authenticity
- Material can be digitized without damaging the original
- The FSU Libraries have the capacity to complete the project in a timely and efficient manner

Some or all of the following criteria may also apply:

- Digitization has a desirable preservation outcome (e.g., reduced handling of the original or protection from misuse)
- Digitization adds value to the original by providing linking, finding aid and enhanced searching options
- If the material has previously been digitized and needs to be reformatted, the digital content can be migrated and preserved
- Digitization provides opportunities for sources of revenue
- Material supports or completes existing digital collections
- Collection presents the possibility for enhanced collaboration
- External funding is available

Digital Collections Committee Charge

Committee Representation:

Associate Director for Technology, Committee chair (non-rotating)
Head of Digital Collections Unit
Head of Special Collections (or designee)
Associate Director for Collection Development
Heritage Protocol Coordinator
Metadata Cataloger
Scholars Commons Research Librarian (2 year term with possible renewal)
Representation by one of the Dean Directed Libraries (2 year term with possible renewal)

Charge for the Chair:

The chair is responsible for seeing that the committee accomplishes its charge. Associated activities are: Communication with the University Libraries' Senior Leadership and University Library Council, setting meeting agendas, generating reports and recording of minutes, reviewing of project proposals, and posting actionable items for public viewing via the committee's website.

Charge for the Committee:

- Meet and communicate on a regular basis
- Create working groups and charges as needed to facilitate the committee's work
- Publicize and market the Libraries' digital capabilities and opportunities for digital projects on a regular basis
- Establish a project review calendar, review digitization proposals and recommend digitization projects to the Dean of University Libraries
- Maintain a priority list of approved digitization projects
- Seek financial sources for additional funding
- On an annual basis, assess effectiveness and any recommended changes in strategic direction to the Dean of University Libraries
- Keep all policy documents up to date and recommend changes as needed
- Identify training and skill development opportunities for library personnel

DIGITAL PROJECTS SELECTION CHECKLIST

As you begin discussing your potential project with a representative of the University Libraries, we ask that you complete this document, place check marks next to the appropriate statements and attach to the completed request form.

Rights

The Library prefers permission to distribute the digitized material to all users, but if necessary can limit access to a specific class or for a limited amount of time.

- source materials are in public domain, or
- owned by the University, or
- copyright holder is willing to confer distribution rights, or
- co-creators of this project are University members and are willing to transfer rights to the University Library, or
- use of the material for my class can be justified under Fair Use Guidelines

Non-Duplication

The Library will not digitize an object for which a digital surrogate already exists and can be reasonably obtained.

- there is no identical or similar digital product that can reasonably meet the expressed needs

Please note: If the first two areas (Rights and Non-Duplication) cannot be checked, the proposed project probably cannot go forward. Please consult with Digital Collections Review Committee chair if you are not sure.

Value

Does the intellectual quality of the source material warrant the level of access made possible by providing digital access? Many factors contribute, but certainly they include intellectual content, historic, and physical value:

- project would have significance to other areas of University excellence
- materials would compliment existing collection strengths
- distinctiveness of source materials or content
- source materials or content have high artifactual or institutional value
- important for the understanding of the relevant subject area
- broad or deep coverage of the relevant subject area
- potential for enduring value in digital form
- have potential to develop into larger grant opportunities
- have sufficient subject or discipline knowledge and expertise for project development

Enhancement of intellectual access

Will digital access enhance the intellectual value of the material and add significantly to its potential to enlighten?

- enhancement of intellectual control through creation of new finding aids, links to bibliographic records, and development of indices and other tools
- ability to search widely, manipulate images and text, and study disparate images in new contexts
- improved quality of image, e.g., through improved legibility of faded or stained documents

Demand

Are scholars now consulting the proposed source materials? Or is current access to the proposed materials so difficult that digitization will create a new audience, more active scholarship, or new kinds of teaching?

To justify the effort and expense, there should be a reasonable expectation that the product will have immediate utility for members of the academic community and/or other appropriate audiences:

- would provide support for current high priority activities or areas of interest
- likely to be of long term use within the academic community
- there is an active, current, good-sized audience for the materials
- there is advocacy for the project from the University community
- likely to generate new types of use or significantly increased use of existing resources

Collaborative across collections

Will the combination or aggregation of original sources greatly increase their value?
Are related materials so widely dispersed that they cannot be studied in context?

- part of a collection split among a number of institutions that could be united online as a virtual collection
- contribution to development of a "critical mass" of digital materials in a subject area
- flexible integration and synthesis of a variety of formats, or of related materials scattered among many locations
- strengthen or enhance an existing resource

Preservation aspects

Is the long-term preservation of deteriorated materials a project goal? While digitization does not in itself constitute preservation, there are preservation aspects to be considered, both in terms of the original materials and in terms of the files which will be created.

Providing surrogates

- significant reduction in handling of fragile materials
- access to materials that cannot otherwise be easily used
- protection of materials at high risk of theft or mutilation

Safe digitization

- condition of originals allows them to be digitized safely
- condition of originals requires conservation/rehousing for safe digitization; funding must be secured for this work
- possibility of scanning photographic intermediaries instead of the originals

Intellectual access

Potential projects should be evaluated as to whether appropriate intellectual control can be provided for the original materials and the digital versions:

- degree to which the materials are organized/arranged in a way suited to online use
- cataloging, processing and related organizational work already accomplished or to be accomplished as part of the project
- staff and resources to support creation of appropriate metadata relating to document identification, technical capture information, provenance, and easy navigation within the information resource

Adapted from Brown University's Center for Digital Initiatives Digital Projects Selection Checklist

Digital Project Support Request

If you have an idea for a digital project that involves digitizing library materials or that can be supported by the Digital Collections Unit, complete and submit this form. Your request will be forwarded to the chair of the Digital Collections Committee who will respond to your query. Please be sure to read the [Digital Project Checklist](#) before submitting a request.

First Name:

Last Name:

Title:

Department:

Phone Number:

Email Address:

Project Overview:

Please describe the content and purpose for this project. Please include a project timeframe. Also, if you have students that can assist in this project please indicate this as well.

Project Impact:

Please describe the impact this project will have on teaching and research.

Project Dimensions:

Please estimate the number and type of objects to be Created, and if non-Library materials will be included.

Hosting:

Will you need the library to design and/or host your website? Yes No