Subject: Collection Development

Title: Digital Collections Development

Operational Procedure - Date Adopted by the EHRA Assembly: February 5, 2009

Date Revised: February 7, 2019

1.   Introduction

1.1   Mission:

Digital Collections supports the mission of Academic Library Services by:

- Providing greater access to the rich resources of East Carolina University for scholarship and study through the use of technology;
- Creating innovative solutions to our users' needs for information that are based on sound information architecture and digital curatorial practices;
- Using high-quality digitization and description standards to ensure the greatest possible use of these assets over time;
- Leading the creation of new digital technology solutions for libraries at the local, state, and national level;
- Supporting the research, education, teaching, and lifelong learning of those in the East Carolina University community and beyond.

1.2   Audience

Intended audiences for individual digital collections are determined through collaboration with library colleagues and may include:
- Students at ECU and other educational institutions
- ECU employees, and employees of other educational institutions
- Primary, secondary, and postsecondary education users and instructors
- Members of local, regional, and global communities
- Scholars, genealogists, and local historians

1.3   Scope of Procedure

This procedure covers the organization and responsibilities of Digital Collections, its major activities, and its products and services.

2   Organization and Responsibilities

The Digital Collections team is made up of members from several library departments and provides services to the entire library. All projects requiring digitization should be discussed with the Digital Collections team during the planning phase so that all needs can be best met.

As time and resources allow, projects for other University divisions and departments will be considered, especially for grant-funded collaborative projects. Projects for those outside the University will be considered on a very limited basis, with priority given to other state entities.

Specific duties include the following activities:
- Digitization of text, image, audio and video analog materials.
- Creation and maintenance of repositories, databases, and websites for storage of and access to digitized and born digital materials.
- Creation and maintenance of text-specific data managed by the team, including metadata and full-text markup.
- Project management and strategic planning.
- Usability testing and design of interfaces.
- Research, design, and programming for the creation of new tools and technological innovations.

3   Digitization

Digitization comprises a large part of the work that the Digital Collections team undertakes. Digital Collections generally engages in digitization projects that fall into one of the following categories:

Ongoing digitization handles entire collections or other larger groups of library materials that are not subject to deadlines. These projects are proposed by library staff or library staff in cooperation with University faculty. Final decisions for projects to be undertaken are at the discretion of Digital Collections, based on the technical feasibility of the project. However, input will be sought from other members of the library and proposals for the ongoing digitization workflow will be reviewed based on the limitations and preferences outlined in this procedure in addition to factors such as curriculum support, library collection development policies, and the library's strategic goals. Complete collections are digitized throughout the year as time permits.

These materials are stored in the *Digital Collections Repository.* Ongoing digitization projects are the principal activity of Digital Collections.

On-demand digitization handles immediate requests from library staff and users for digital reproductions of library materials. These requests generally arise as part of work with the public or through regular activities such as exhibit planning or preservation. Digital Collections may receive requests for these projects when the material to be digitized falls within the originating unit's guidelines for digital collection development or when the material cannot be digitized using the originating unit's equipment. When the material to be digitized meets Digital Collections requirements, they are scanned to preservation quality standards (see Technical Guidelines on the About Us section on the Digital Collections site) and described through robust metadata records. These materials are then stored in the *Digital Collections Repository.* Items that do not meet these guidelines may still be digitized at the discretion of Digital Collections, but will generally not be added to the *Digital Collections Repository*.

Grant-based digitization occurs for specially funded projects. Special staff may be hired for these processes, although Digital Collections staff will be involved in the overall management and development of these projects. Decisions on grants to pursue are made by Digital Collections and the Director in collaboration with representatives from different segments of the library. These materials may be stored in the *Digital Collections Repository* or in another repository designed particularly for the project.

3.1   Formats

Formats are based on limitations of the equipment we currently own. A list of formats and specifications can be found on the Technical Guidelines on the About Us section on the Digital Collections site. These options are based on the industry standard for quality in digital surrogates.

Projects requiring digitization of formats not listed in the Technical Guidelines may be considered, but should be negotiated with Digital Collections in advance of a digitization request.

Digital Collections will consider accepting born-digital materials that meet our quality standards on a case-by-case basis.

3.2   Limitations

Materials that meet the above criteria for format and subject must also be free of any of the following limitations for ingest into the Digital Repository:

- Copyright clearance. For additional information, please see Section 3.3 below.
- A digitized version of an appropriate quality must not already be available online. This may extend to materials digitized and provided by another institution.
- Digitization of the item must be complete. Portions of materials, such as a single page from a book, will not be added to the repository unless:
  - The portion to be digitized is significant in its own right, such as a map or illustration or an image of a famous graduate in a yearbook.
  - The portion to be digitized is frequently requested, such as an image of the University mascot appearing in a campus publication.
- Every attempt is made to make Digital Collections open. However, digitized material may be restricted by the institution for legal, privacy, and other concerns.

3.3 Copyright Status of Materials

Materials available within the Digital Collections Repository are made available for research, teaching, and private study under Title 17 of the United States Code. Users of the site are responsible for determining copyright restrictions for any further use. Many of the materials are either in the public domain or their copyright is retained by East Carolina University. In other cases, a copyright holder has granted Digital Collections and Academic Library Services the right to make this material available online. Materials which are appropriately licensed using Creative Commons or other licenses may also be added. Digital Collections may make materials available when a copyright holder is unknown or unreachable (i.e. "orphan works"), although these materials will be removed at the request of any legitimate copyright holder. All materials contain a rights statement indicating the above conditions.

3.4 Maintenance and Removal

Generally, all digital objects will remain as accessible as possible, but removal may occur for reasons including but not limited to collection weeding, storage issues, and data curation. Such decisions will be made in collaboration with the relevant library department. Migrations to new formats, platforms, and the usage or disposal of the pre-migrated file will be decided at the discretion of Digital Collections.

4 Research/Development Activities

In addition to digitization projects, Digital Collections may engage in a number of activities related to other types of Digital Library development such as creating repositories for other types of data (such as the Institutional Repository, the ScholarShip), developing tools and interfaces for digital scholarship, or engaging in digital preservation research or activities. Digital Collections engages in these activities at its own discretion and in conjunction with Library Administration, but maintains a commitment to providing digital services for the Joyner Library community as its first and foremost mission.

5   Accessibility and Technology

Digital Collections is committed to making its digital library products as accessible as possible. This commitment includes:

- Web design that complies with section 508 of the Americans with Disabilities Act;
- Digital objects and metadata available through commonly and freely available standards and software;
- Files of the highest appropriate quality for all digitized objects belonging to Digital Collections will be made as openly available as possible;
- The long-term storage and maintenance of digital objects and metadata records.