

Subject: Collection Development

Title: Digital Collections Development Procedure

Operational Procedure - Date Adopted by the Library Services Faculty: February 5, 2009

Administrative Procedure – Date Issued by Administration:

Director: Larry Boyer

Date Revised :

Digital Collections Development Procedure

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 a sound information architecture and digital curatory 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

In support of this mission, Digital Collections also sets specific goals each academic year.

1.2 Audience

Audiences for individual digital collections are determined through collaboration with library colleagues and may include:

- Students at ECU and other regional educational institutions

- ECU faculty
- Primary, secondary, and post-secondary education users and instructors
- Scholars
- Genealogists
- General public researchers

1.3 Scope of Procedure

This Procedure will cover the organization and responsibilities of Digital Collections, its major activities, and its products and services.

2 Organization and Responsibilities

The Digital Collections unit is part of the Special Collections Division and works with units in the division to make decisions about goals and operations. However, Digital Collections provides services to the entire library.

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 agencies.

The Digital Collections unit has staff responsible for digitization (section 3), research and development projects (section 4), and the maintenance of current and past projects (section 5). Specific duties include the following activities:

- Digitization of text, image, audio and video analog materials
- Creation and maintenance of repositories, databases, and web sites for storage of and access of digitized materials
- Creation and maintenance of text-specific data managed by the unit, 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 unit 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 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 curriculum support, library collection development procedures, 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 (see sections 3.1 and 3.2), they are scanned to preservation quality standards (see Digital Collections digitization guidelines here) 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 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

Digital Collections can accommodate requests to digitize a number of analog formats including:

- Reflective originals up to 33.5" x 23"
Reflective originals refer to anything printed on an opaque surface which can be placed on a flatbed scanner. Examples might include photographs, manuscript pages, or maps.
- Transmissive originals, both positive and negative, 35mm slide and film, 60mm x 220mm film

Transmissive originals refer to anything printed on a transparent surface such as slides or negatives

- Bound materials less than ≤ 2 " thick: 13" x 10.5" with ½" gutter; between 2" and 3" thick: 12" x 9.5" with ½" gutter. Tightly bound materials will be inspected by Digital Collections staff before being accepted for digitization.
- Compact cassette magnetic tape sound recording
- VHS cassette tape video recording (small amounts only)

Digital Collections can, in some cases, handle other formats and sizes. These projects should be negotiated with Digital Collections in advance of a digitization request.

Digital Collections publishes a list of preferred resolution, color, and file type options for materials of varying size and type in its [Technical Guidelines](#). These options are based on the industry standard for quality in digital surrogates. In some cases, however, higher or lower levels of quality can be achieved if required.

Digital Collections creates and collects digital objects in various formats, including the following:

- TIFF 6.0 (image master)
- JPEG (image access)
- WAV (audio master)
- AIFF (audio master)
- MP3 (audio access)
- MPEG4 (video master)
- MOV (any format) (video access)
- WMV (video access)

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:

- The item must either be in the public domain or the copyright must be owned by East Carolina University, or granted by the copyright holder. In some cases, if the material does not fall into

the above category, but the copyright holder is unknown or unreachable, materials will also be added to the repository.

- 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:
 - o 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
 - o The portion to be digitized is frequently requested such as an image of the University mascot appearing in a campus publication

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 special cases, a copyright holder has granted Digital Collections and Academic Library Services the right to make this material available online. Digital Collections has also made some material available when a copyright holder is unknown or unreachable, although 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

Other than removal based on legitimate copyright claims, Digital Collections has authority for decisions to remove materials. Generally, all digital objects will remain as accessible as possible, but removal may occur for reasons of collection weeding, storage issues, and data curation, among other reasons. Migrations to new formats, 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, but maintains a commitment to providing digital services for the Joyner Library community as its first and foremost mission.

5 Digital Collections' Products and Services

Digital Collections maintains several repositories and web projects including:

Digital Collections Repository (<http://digital.lib.ecu.edu>)

This repository stores, organizes, and provides access to the majority of Digital Collections output. The end results of most digitization projects are ingested into this repository and made as widely available as possible. In future, all previous digital exhibits and the Eastern North Carolina Digital Library will also be accessible through the repository search interface.

Eastern North Carolina Digital Library (<http://digital.lib.ecu.edu/historyfiction>)

ENCDL collects books, cultural artifacts, and multimedia related to the history of eastern North Carolina in partnership with regional cultural heritage institutions. The repository was created through a grant from NC ECHO and is maintained by East Carolina University.

The ScholarShip (ECU's Institutional Repository) (<http://thescholarship.ecu.edu>)

Built on the dSpace open source software platform, this project collects the intellectual output of the University. Digital Collections is at the center of this effort, providing technical infrastructure and software development.

Digital Resource Center (<http://drc.ecu.edu>) [ECU ONLY!]

Maintained for the School of Art and Design and built on the Mason Digital Image Database as a teaching tool, the Digital Resource Center is available only to East Carolina University affiliates. It collects images used for the Art school curriculum.

Digital Exhibits and other Development Projects

Digital Collections has created a number of digital exhibits or other smaller projects in the past. Eventually, these projects will be added to the object repository to ensure one single point of access for all digital projects.

6 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

- The highest quality file 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

If portions of any Digital Collections site are inaccessible, please contact the department at ALS_DigitalProjects@ecu.edu