Collection/Selection Policies

| article | discussion | view source | history |

Selection Policies and Procedures

Our primary purpose is to serve the needs of the University of Alabama faculty. Secondarily, we seek to serve the needs of the UA students, and thirdly, we seek to serve the community at large.

In order to sustain our progress, we must also seek funding, and digitize material which will facilitate in obtaining the support needed to deliver content and services to our target audiences.

Selection Factors

Copyright Status

The first question that must be addressed when a collection or portion of a collection is considered for digitization is: what is the copyright status of the materials? In a large collection, the copyright status might vary from item to item. This may require that different parts of a collection are more accessible than others. Most material considered for digitization and access on the open Web falls into one of the following three categories:

1. Public domain: works that never were, or are no longer covered by copyright. Works in the public domain may be used without permission. What's in the public domain?
    1. All works published before January 1, 1923.
    2. Works published between 1923 and 1964 and not renewed in the 28th year.
    3. Works published without copyright notice before 1989.
    4. Unpublished works whose author died before 1932; otherwise, the term is life plus 70 years.
2. Works for which the copyright is held by The University of Alabama
3. Works for which we have secured permission to digitize

We may also digitize works for which the copyright status is unknown and which would require research to determine their copyright status. This category also includes Orphan Works, which are works for which the copyright holder has gone out of business (in the case of publishers) or cannot be located. For works in this category, we may choose to provide limited access under the doctrine of Fair Use.

It may also be possible to provide access to digital surrogates for copyright-protected materials, using Fair Use or other provisions in the law. In addition to Fair Use, the Copyright Law provides specific exemptions established for archives and libraries. These provisions in the Copyright Law allow libraries to provide access to copyright protected materials without permission under certain conditions.

Even though the owner may have donated the physical item, the right to digitize the object (see the Digital_Services_Permission_Agreement) and make it freely available on the web (see our Copyright_Guidelines) are separate issues, and the owner of the current physical item may not own the copyright. Much content must be turned aside because we are unable to obtain legal permission to digitize and provide open access.

Significance of the Collection

The significance of the collection is the next consideration. Significance depends on a number of indicators, but it is always the subjective judgment of a librarian, archivist, curator, or faculty member. The following questions may be used to establish the significance of a collection:

1. Will experts attest to the importance of the collection?
2. How does it fit into current or potential research activities?
3. How is the collection currently being used? How might digitization increase use of the

collection?

4. Does the intellectual quality of the source materials warrant the level of access made possible by digitization?
5. Will digitization enhance the intellectual value of the material?

Current and Potential Users

There is some evidence that digitization always increases use, but current use is still an important indicator:

1. Are users consulting the proposed source materials?
2. Is current access so difficult that digitization will create a new audience?
3. Will electronic access to these materials enhance their value to users?
4. Does the physical condition of the originals limit their use?
5. Are related materials widely dispersed?
6. Are there librarians or archivists who might collaborate on the project?
7. Will digitization meet the needs of local users?

Organization and Descriptive Metadata

Metadata is also a necessary part of digitization. Descriptive metadata will enable users to find the object via search and retrieval mechanisms; other kinds of metadata will be needed for preservation, administration, online delivery, and reuse. The creation of descriptive metadata generally takes 2/3 of the time needed for any digital project.

No matter how important a collection might be, the collection must be organized and described before it is ready for digitization.

1. Has the collection been organized and processed?
2. Are there MARC records or some other form of catalogued records for the collection?
3. Is there a finding aid - either paper or online?

If the collection has not been organized, organization should be completed before the collection receives further consideration for digitization. If there is no form of description by way of a finding aid, catalogued entries, etc., project planning and project costs will increase. In order to create a finding aid or descriptive records, there must be ample documentation on the collection and the objects in the collection, otherwise the necessary level of search and discovery can not be supported. Users require factual description at the item level.

Existing description should be evaluated by the Metadata Librarian with regard to its quality and potential for metadata harvesting. All description should be brought up to minimum standards for shareable metadata before the digitization project has been completed; this additional work may add significant cost to the overall project.

Relationship to Other Digital Collections

It is important to contribute to "critical mass" of digital materials in the subject whenever possible. By complementing existing online collections, the value of your collection will enhance the subject area and, in turn, the user experience. The following questions can help guide selectors through this aspect of decision making:

1. If published material, has it already been digitized? All? Parts of the collection?
2. Would cooperative digitization effort improve this project? Could you find partners?
3. How does this collection fit in with other digital collections? Will the whole be greater than the sum of the parts?

4. Are there complementary collections in other institutions? Would one of these institutions be interested in partnering?

Formats/Languages/Nature of the Materials

Some formats are more established for digitization and online delivery than others. Currently, we have the equipment necessary to digitize:

1. unbound documents (such as letters) and photos;
2. unbound books in good condition, if not oversized;
3. bound books dependent upon condition, looseness of binding, margins and size;
4. fragile documents, dependent upon archivist recommendations;
5. slides and glass plate negatives
6. artifacts, dependent upon size; and
7. cassette and reel-to-reel (1/4 inch) audio tapes.

We do not currently support the online storage and delivery of video.

Special formats such as newspapers represent another type of material that would require special systems to store and deliver.

Foreign-language materials require project staff who are proficient in the language(s), which may add to the difficulty of assembling the project team. This factor may also add to the expense of the project and the timeline.

Creation of searchable text requires additional time and skills; non-Western languages present challenges. Searchable text in a foreign language requires the user to enter text in this language. In general, the decision to provide searchable text, either corrected or uncorrected, adds considerable expense to a text project and should be evaluated using the other factors noted above.

Another factor related to the format is the condition of the materials. Digitization may serve either a preservation or access need, but most projects address both issues. Digitization may protect fragile items by reducing handling of the originals. However, these materials must be able to withstand the handling necessary for digitization. If the determination has been made that the items can withstand digitization, the condition of the material will also be a factor in deciding whether to outsource digitization or perform the work in-house.

Sources of Funding

Digitization projects are funded with internal university funds and external grant funds. Oftentimes, the funding agency stipulates priorities for funding. The goal is to match a high-priority project with the appropriate funding source. Other funding opportunities may present more difficult challenges, such as requiring a large number of partners or a specific type of partner or specifying very short deadlines for completion of the work, without the possibility of an extension.

The best approach with regard to grant funding is to develop skeletal outlines for digitization projects for a number of important collections and then research potential funding sources. Once a good match has been found, the details of project planning can be finalized, bringing the project in line with funding requirements and evaluative criteria as closely as possible.

Selection references: [[1]] 🗗

| Campuses + | UBC Directories + | UBC QuickLinks + | | Search |

UBC a place of mind   **UBC LIBRARY**   **Digital Initiatives**

| Library Home | Search Collections | Hours & Locations | Use The Library | Get Research Help | About Us | | LOGIN ▼ |

Digital Initiatives » Documentation

| About Us | Spotlight | Digitizers' Blog |

The Digital Initiatives Unit is a key part of the Library's effort to adapt to the evolving needs of faculty and students and to support teaching, research and learning at UBC. Our goal is to create sustainable, world-class programs and processes to make the collections and research at UBC available to the world and to ensure the authentic, long-term preservation of these digital holdings for the future.

+ **People**
+ **Maps**
+ **Address**

Documentation

| Policy | Standards | Equipment | Project Planning Toolkit |

Policy

UBC Library - Digital Collection Development Policy Last revised October 6, 2010

Digitization Strategy Vision

The University of British Columbia Library is a collaborator and leader in the creation, access and preservation of digital materials. The Library's digital initiatives embrace new technology, methods of access, workflows and preservation strategies while building sustainable digital collections to support and enrich the educational, cultural and economic endeavors of the University, the People of British Columbia and communities beyond.

Policy

In considering materials for UBC Library digital collections some broad areas should be considered priorities: British Columbiana, materials which directly support the curriculum, Faculty and Student research output, the material record of the University, and those materials which are considered to be rare or unique.

Collection Review Criteria and Questions

Value

1. Does the material have intrinsic value to current students, researchers or the broader community?

2. Is the material something already collected by the Library – does it deepen, broaden or enhance a current collection? Does it build on a current digital collection?

3. Does the material reside in a collection area that is weak or non-existent and does it offer potential research value for possible future programs at the University?

4. Does the material offer possibilities for funding, creating partnerships and collaborations which in themselves strengthen the Library in some way?

5. Is the material likely to be transitory in its current format? E.g. print, audio tape, video tape, cd-rom, dvd, data sets, film, etc. Would digitizing it create value for future research?

Usefulness

1. Does the material support the teaching and research functions of the institution?

2. Does the material support teaching and research within the province?

3. Does the material support broader teaching and research initiatives?

4. What is the likely demand for the material?

Access

1. By reformatting (print, audio tape, video etc.) or placing material in repositories is access broadened? E.g. better metadata for subject access etc.

2. Is material that is fragile in the current format (print, audio, cd, dvd, film) likely to be used more in a digital format?

3. Does the material create a virtual collection of geographically scattered materials?

4. Does the target material duplicate resources already available digitally elsewhere? Could the Library simply point to their use?

Potential

1. Does the material help the Library to strengthen its mandate to explore, research and create using new technologies and formats? (see Digitization Strategy Vision)

2. Does the material provide opportunities for new collaborations?

3. Does the material provide an opportunity to develop and enhance mechanisms for access: metadata, new formats, new tools in scholarly communication etc.?

Available Resources and Technical Feasibility

1. Are there sufficient financial and human resources to complete the entire project?

2. If the project must be done in phases is it likely that there will be resources to complete them?

3. Comparing the resources consumed by the target project to other available projects are there compelling reasons to choose this project over another - preservation, access, value to present or future researchers etc.

4. Is the project ongoing for the foreseeable future? What are the ongoing resource cost estimates for a 3-5 year window?

5. Are the technical challenges so large that the project is likely to become unwieldy or unsustainable? Is the project, as it is currently conceived, simply impossible to do because of the technical challenges?

6. Is it possible to automate much of the technical side of the project to avoid overly labour intensive workflows?

7. What resources are likely to be needed for the ongoing curation of the material?

8. Are there technical issues around curation which need to be considered?

Rights Issues

1. Does the Library hold copyright for the material to be digitized?

2. Does the Library have written documentation from the rights owner allowing it to hold a digital copy of the material?

3. Does the Library require any other permission prior to embarking on the project?

Process

After reviewing the various questions the decision makers will weight criteria under "Value and Usefulness" as essential but the deciding factors are really under "Access and Potential" as most projects would likely stand up to the scrutiny of "Value and Usefulness". In prioritizing projects there should be elements from all criteria present. The issue of available resources and technical feasibility must always be considered and factored into the final decision and lack of resources or technical complexity may be the final deciding factors regardless of the merit of the project.

Last updated on February 17, 2012 @9:58 am

Georgia Tech | Library and Information Center

Archives & Records Management
Library & Information Center
704 Cherry Street
Atlanta, Georgia 30332-0900
Phone: 404-894-4586
Fax: 404-894-9421
www.library.gatech.edu/archives

**Georgia Tech Archives and Records Management
Collection Development Policy**

Mission

The Georgia Institute of Technology Archives & Records Management collects,
preserves, exhibits, and makes available for research institutional archives, manuscripts,
personal papers, organizational records, visual materials, rare books, theses, dissertations,
sponsored research, and memorabilia. These materials primarily document the history of
Georgia Tech and the activities of its faculty, staff, students, and alumni. The department
also promotes research and scholarship through collections relating to the academic
curriculum, provides a research experience for students in the use of primary sources, and
preserves the legal and administrative documents of the Institute. In the latter role, the
Georgia Tech Archives administers the Records Management program for the Institute.
The Archives always seeks to augment its holdings, through transfer or donation.

Collecting Areas

Institutional Archives/Personal Papers/Organizational Records

The Archives houses the official records of Georgia Tech, which document
administrative, research, faculty, student, and staff activities on campus from its
establishment in 1885 to the present. The holdings of the Archives include institutional
archives, manuscript collections, organizational records, correspondence, monographs,
serials, and meeting minutes.

Papers of faculty members are a particular collecting strength, and include those of
physicist Joseph Ford, historian Melvin Kranzberg, chemical engineering professor Helen
Grenga, and sculptor Julian Harris. Papers of staff members, including those of Dean
George Griffin and former librarian and novelist Frances Newman, form another
important component of the collection. The activities of students are documented in
organizational records such as those of the ANAK Society and DramaTech Theatre, as
well as in personal papers such as those of Harold A. "Dutch" Faisst and Lowell Terrell.
Papers of administrators, especially those of the Institute's Presidents, feature valuable
information on the development of Georgia Tech from its beginnings in 1885 to the
present day.

The Archives also maintains subject files and personality files, composed primarily of
newspaper clippings, which provide ready reference on a multitude of Georgia Tech
subjects.

Visual Materials

The Georgia Tech Photograph Collection, composed of images depicting the campus, faculty, and sports, is the centerpiece of the visual collection. The Visual Materials Collection also includes architectural drawings for some campus buildings, visual collections related to manuscript collections, and materials donated by the Institute, faculty, students and alumni.

Two significant collections of architectural drawings are the Fulton Bag and Cotton Mill Collection and the Aaron French Textile Building Collection.

Notable collections of personal photographs include the Dean George Griffin Photograph Collection, William Anderson Alexander Photograph Collection, and Robert Lee (Bobby) Dodd Photograph Collection, all of which document campus and athletic activities in the twentieth century. Harold Bush-Brown, former Georgia Tech professor, administrator, and architect, also served as district officer for the Historic American Buildings Survey (United States Department of the Interior, National Park Service) in the 1930s; his collection of photographs documents the Historic American Building Survey (HABS).

Digital Collections

In conjunction with the library's Scholarly Communication and Digital Services department, the Archives' digital collections provide access to cultural and historical resources of Georgia Tech. The collections support the instruction, research, and mission of the library and the Institute through collaboration with university faculty, students, and staff. Notable digital collections include "A Photographic Atlas of Selected Regions of the Milky Way," by E.E. Barnard; "Fulton Bag and Cotton Mills"; and "A Thousand Wheels are Set in Motion."

Also, in support of the Library's instructional mission, the Archives developed the campus E-Publication program. The Archives is responsible for identifying and collecting archival materials including campus e-publications, born digital materials, and other archival collections, some of which are selected for digital conversion and web access via the Institutional Repository, SMARTech. Some of the current e-publications are the *Blueprint*, *North Avenue Review*, and *Technique*.

Digital Materials

For inclusion in the Archives' digital repository, materials must fall within the Archives' standard collection policy (see page 1).

In addition, due to the availability of storage space, the Archives must give priority to certain types of electronic materials over others. In descending order of priority, the Archives will use the following criteria to make selection decisions:

1. Top priority given to items that only exist in digital form.
2. Items that are in danger of being lost due to degradation of their medium.
3. Items that are in danger of being lost due to the lack of availability of the necessary hardware to access the item.
4. Digital photographs should be transferred or converted into non-proprietary formats.
5. Items that support teaching and learning at Georgia Tech, e.g. items used in classes or research that may be accessed electronically in ways not possible in paper format.
6. Items that have a high value to the history of Georgia Tech that may be accessed electronically in ways not possible in paper format.

Georgia Tech Design Archives

The Georgia Tech Design Archives (GTDA) collects, preserves, and provides access to materials related to architectural design in the Southeast. The Archives' acquisition of the Heffernan Design Archives Collection serves as the foundation for expanding the architectural collecting area to include locations outside of Georgia Tech proper, specifically focusing on the design and development of the modern South.

For more information, please refer to the GTDA collecting policy.

Science and Technology

Another collecting initiative for the Archives is documenting the impact of Georgia Tech in the fields of science and technology. .

As an example, the Joseph F. and Vary T. Coates Papers (MS #175), document science and technology and its potential impact on public policy, especially the activities of the U.S. Congressional Office of Technology Assessment.

Southeastern Textile Industry Records

Graduates of Georgia Tech's School of Textile and Fiber Engineering operated and supported mills throughout the Southeast. Consequently, the Archives houses strong collections pertaining to the textile industry, including the Fulton Bag & Cotton Mill Records, Chipman-Union Mill Records, and the Louis Magid Papers. Related to these records are collections documenting instruction in textile engineering at Georgia Tech, including the Charles A. Jones Papers, and a set of architectural drawings of the A. French Textile Building at Georgia Tech, featured as one of the digital collections of the archives.

The Archives actively collects materials documenting this important Southeastern industry.

3

Memorabilia

Rat caps, buttons, belt buckles, tickets, cheerleading uniforms, and Buzz bedroom shoes are examples of the treasures found in the Georgia Tech three-dimensional collection. Other acquisitions include gloves and class rings from early women graduates.

Theses and Dissertations

All theses and dissertations are stored electronically in the electronic theses and dissertation collection (ETDs) maintained by the Library's Scholarly Communication and Digital Services department. The program increases access to theses and dissertations by making them available over the Internet without regard to geography or time of day. ETDs also provide valuable institutional records in digital format linked through the Library's catalog. All copies are available on-line via theinstitutional repository, SMARTech.
http://smartech.gatech.edu/handle/1853/3739

The Library continues to maintain one copy of all student theses and dissertations from the early years of Georgia Tech until 2004.

Rare Books

The rare books collection supports and complements Georgia Tech's academic curriculum, with subjects including the history of science and technology, cartography, architecture, and science fiction. Rare book collecting began in 1958 with the acquisition of the first edition of Sir Isaac Newton's *Principia Mathematica* (1687). With this as a cornerstone, the collection was enhanced over the years by the acquisition of the second and third editions of the *Principia*, published in 1713 and 1726. In addition to the *Principia*, the library owns early editions of several other works by Newton, notably *Opticks* (1704), *Universal Arithmetick* (editions published in 1720 and 1769), and *The Method of Fluxions and Infinite Series*, published in 1736. A number of works by contemporaries of Newton such as Pemberton, Keill, and MacLaurin, as well as additional Newtoniana, round out this special collection.

The Library owns the nine-volume Dutch edition of Joan Blaeu's *Grooten Atlas*, or *Atlas Major*, published in Amsterdam in 1664-1665. Seventeenth-century Dutch exploration and commerce culminated in this atlas, one of the most sumptuous cartographic collections ever published. The Library also maintains a supporting collection of works about this atlas and cartography of the era.

Science Fiction

Forming the basis of the Bud Foote Science Fiction Center is a comprehensive collection of books and periodicals in this genre donated to the library by Professor Irving (Bud) Foote. This 9,000+ volume collection has been augmented by an additional 5,000 works of science fiction donated by friends of the library. In addition, noted science fiction writers David Brin and Patrick Malone have donated many of their works to this collection.

4

Faculty Publications

The Archives collects faculty publications. For electronic publications, please see
SMARTech http://smartech.gatech.edu.

Records Management

The Records Management Division stores inactive departmental records, the retention of
which is required to meet legal and/or fiscal directives. All records created by Georgia
Tech are assigned a retention schedule in accordance with the University System of
Georgia's Records Retention Guidelines.

Sponsored Research

The Archives collects sponsored research reports. For electronic reports, please see
SMARTech http://smartech.gatech.edu.

Languages Collected and Excluded

English by far predominates, but materials in foreign languages are not excluded.

Donations to the Archives

The Georgia Tech Archives & Special Collections accepts donations from academic
departments, faculty, staff, students, and alumni, as well as outside organizations and
individuals. The department's archivists review items offered for donation for their
relevance to the collection, preservation and maintenance concerns, and uniqueness. The
size, organization, and physical condition of materials are a major consideration in
acquisition, because each involves resource commitments. Due to space restrictions, the
Archives cannot accept everything it is offered, nor can the Department make guarantees
about exhibition or digitization of materials.

The Archives always seeks additional materials related to its current holdings. As the
Archives has a very limited budget for purchasing materials, almost all such acquisitions
are by gift.

5

UNIVERSITY OF HAWAI'I AT MĀNOA LIBRARY

Ask Us   Research Tools   Library Catalog   My Account

Library » LibGuides » Digital Collections and Repository Program (D-CARP)   Admin Sign In

Digital Collections and Repository Program (D-CARP)   Tags: digital conversion, digitization, e-books, institutional repository, scanning, scholarspace

mission is to further the strategic goals of the UH Library related to digitization and open access: to "build distinctive and unique Hawaiian, Pacific, and Asian collections that benefit the University, the people of Hawai'i, the region, and the world.

Last Updated: Jun 3, 2013 | URL: http://guides.library.manoa.hawaii.edu/dcarp | Print Guide | RSS Updates | SHARE

| Home | Policies & Procedures | Background | Digital Collections & Repositories | Grants | Related Services | Initiatives |

Prioritization and Selection Criteria   Print Page   Search: This Guide   •Search

Contents

Hawaiian/Pacific Collection Policy Considerations for Digital Projects

UHM Library Project Prioritization Criteria (adapted from UCLA Library)

UHM Library Project Selection Factors (adapted from Indiana University DLP)

Hawaiian/Pacific Guidelines

Policy and Considerations for Digital Projects - Hawaiian/Pacific Collections - June 2006

Hawaiian/Pacific Collections and appropriate collection development librarians set the priority for materials to be digitized and for cooperative digital projects, in consultation with appropriate colleagues in DNS, Cataloging and Preservation departments, and other collections.

PRIORITY based on:

    a. Importance of collection
    b. Need to disseminate information
    c. Availability of information elsewhere
    d. Availability of funding
    e. Availability of staffing
    f. Form of final digital product (language, where hosted or archived, fee-based or free, etc.)

CONSIDERATIONS

    a. Purpose of project
    b. Audience
    c. Copyright clearance process
    d. Funding
    e. Description of collection
    f. Timeframe
    g. Staffing
    h. Equipment/Supplies/Workspace
    i. Processing, pre and post digitiztion
    j. Digitizing standards and quality control
    k. Metadata
    l. Access and standardized search method
    m. Future considerations
    n. Cooperative projects

Prioritization Criteria

Project Evaluation

The following criteria are designed to assess strengths and weaknesses of a proposed project and promote an analytical approach. They should be used to establish a strong rationale when requesting support from internal or external sources but they do not have equal weight, and not all may be relevant to any given project.

    * The project provides significant support for research and instruction.
    * There are faculty and library advocates for the project.
    * The project's intrinsic value will ensure long-term use by a significant audience within and/or beyond the University community.
    * The project can be completed with available funding, or has the potential to generate funding through grants, donors, or other external fund sources.
    * The project will strengthen or enhance an existing digital resource, become part of an important virtual collection, or support a national initiative such as those sponsored by Association of Research Libraries and Digital Library Federation.
    * University of Hawaii has intellectual property rights to the content and can manage any required restrictions to access, or can realistically solve any rights issues.
    * The project falls within traditional areas of library service or moves our services in a direction consonant with the Library's strategic directions.
    * The project advances sustainable models for scholarly publishing.
    * The project brings credit to UH Manoa library in a manner likely to generate further digital library projects and funding.
    * The project has local or regional importance, and represents an effort only UH Manoa/Library D-CARP can initiate.
    * The project is reasonable, practical, and achievable.
    * The project saves money in the long term by eliminating the need to acquire resources, or by freeing up staff time.
    * The project creates or sustains a partnership that the library will find valuable for future development.
    * There is a compelling argument for digitizing material that is deteriorating.
    * The project will expand our technical infrastructure or contribute to the development of national digital library standards.

[adapted from: http://www2.library.ucla.edu/libraries/2639.cfm, accessed 10/30/08]

Selection Factors

UHM Library holds a large number of collections that would be appropriate for digitization and online access. However, digitization projects are costly and require a commitment of staff time. The following list of criteria is recommended to guide selection of collections of analog materials for conversion to digital format. Selection is an activity led by content managers and specialists with the help of D-CARP.

Copyright Status
What is the copyright status of the materials? Most material considered for digitization and access on the open Web falls into one of the following three categories:

- Public domain: works that never were, or are no longer covered by copyright. Works in the public domain may be used without permission.
- All works published before January 1, 1923.
- Works published between 1923 and 1964 and not renewed in the 28th year.
- Works published without copyright notice before 1989.
- Unpublished works whose author died before 1932; otherwise, the term is life plus 70 years.
- Works for which the copyright is held by the University
- Works for which we have secured permission to digitize

Significance of the Collection
Significance depends on a number of indicators, but it is always the subjective judgment of a librarian, archivist, curator, or faculty member. The following questions may be used to establish the significance of a collection:

- Will experts attest to the importance of the collection?
- How does it fit into current or potential research activities?
- How is the collection currently being used? How might digitization increase use of the collection
- Does the intellectual quality of the source materials warrant the level of access made possible by digitization?
- Will digitization enhance the intellectual value of the material?

Current and Potential Users
There is some evidence that digitization always increases use, but current use is still an important indicator:

- Are users consulting the proposed source materials?
- Is current access so difficult that digitization will create a new audience?
- Will electronic access to these materials enhance their value to users?
- Does the physical condition of the originals limit their use?
- Will digitization meet the needs of local users?

Organization and Descriptive Metadata
No matter how important a collection might be, the collection must be organized and described before it is ready for digitization.

- Has the collection been organized and processed?
- Are there MARC records or some other form of catalogued records for the collection?
- Is there a finding aid - either paper or online?

If there is no form of description by way of a finding aid, catalogued entries, etc., project planning and project costs will increase.

Relationship to Other Digital Collections
It is important to contribute to "critical mass" of digital materials in the subject whenever possible. By complementing existing online collections, the value of your collection will enhance the subject area and, in turn, the user experience.

- If published material, has it already been digitized? All? Parts of the collection?
- How does this collection fit in with other digital collections? Will the whole be greater than the sum of the parts?
- Are there complementary collections in other institutions?

Formats/Languages/Nature of the Materials
Some formats are more established for digitization and online delivery than others. D-CARP is best equipped to provide sustainable access to text, photographs, other 2-D visual materials, and compressed audio. We do not currently support the online storage and delivery of video.

Foreign-language materials require project staff who are proficient in the language(s), which may add to the difficulty of assembling the project team. Creation of text for non-Western languages requires the creatir to enter text in this language and it may not be possible to provide searchable text, either corrected or uncorrected.

Materials must be able to withstand the handling necessary for digitization. If the determination has been made that the items can withstand digitization, the condition of the material will also be a factor in deciding whether to outsource digitization or perform the work in-house.

Sources of Funding
Digitization projects are funded with internal university funds and external grant funds. The goal is to match a high-priority project with the appropriate funding source. The best approach with regard to grant funding is to develop skeletal outlines for digitization projects for a number of important collections and then research potential funding sources. Once a good match has been found, the details of project planning can be finalized, bringing the project in line with funding requirements and evaluative criteria as closely as possible.

Project Description Form

Comments (0)

Selection Criteria for Digital Projects

Worksheet (doc)

Proposed digital projects must demonstrate viability by providing that there are no impediments that would prevent digitization and must address the significance of the project, so that projects can be evaluated and prioritized by the Committee.

Viability

In order for materials to be considered for digitization they must meet the following four criteria:

1. Duplication of Effort: The proposing Department or Library must demonstrate that the project does not duplicate other digital collections, of comparable quality and openly accessible, available from the University Libraries or from another institution via the web.
2. Restrictions: The proposing Department or Library must demonstrate that project materials are not subject to restrictions by the donor.
3. Copyright: The proposing Department or Library must demonstrate that project materials are either in public domain or that permission has been obtained from copyright holder, and that other uses protected by the Digital Millennium Copyright Act have been satisfied.
4. Extent and level of resource commitment: The proposing Department or Library must demonstrate their commitment to the digital project. This commitment includes: the support of the Department head or Library Director; Department or Library direct funding support or a commitment to seek outside funding support for the project; and a commitment of staff time for developing and undertaking the project.

Significance

All digitization project proposals must address the significance of the project to the University and Libraries missions in terms of one or several following criteria:

1. Programmatic Value: Does the project support current or emerging research or instruction in one or more specific subject areas or support the academic work of one or more defined user groups or information communities?
2. Accessibility/Added Value: Does the project enhance the value and/or the preservation of existing collections by making them more accessible, better integrated, and/or more likely to be used?
3. Historical/Cultural Value: How does the project contribute to the holdings of materials relating to the history and culture of the University, the region, the nation or international communities?
4. Intrinsic Value: Are the materials rare or of some other self-evident value, that the project would contribute to the reputation of the University libraries?
5. Collaborative Value: Does the project promote internal collaboration between or among units of the library, between the library and other University units, and/or external collaboration with other universities or institutions?
6. Developmental Value: Does the project promote a specific developmental or stewardship initiative?
7. Public Service Value: Does the project serve users beyond the immediate University community?

Feedback