

Digital Preservation Policy

(Adopted March 28, 2018)

The Stickney-Forest View Public Library has a commitment to collecting, preserving, facilitating access, and sustaining a digital program of historical items. The digital plan will provide related experiences that are engaging, inspiring, and participatory, and will reflect pride in the past and in the future of the community.

Collection Development and Selection

The SFVPLD Collection Development Policy provides guidance in determining whether a digital item, either born-library digital or converted by a distributor, will be acquired. Prior to converting an existing resource, a Librarian will determine, based on selection criteria, whether the collection or item is appropriate for digitization. These criteria are applied, whether the item is held in the collection, loaned to the Library for digitization purposes, or purchased.

The following will be taken into consideration:

- Condition of the original—a condition review will be undertaken prior to digitization to assure that no further damage will be done to the item during the digitization process
- Usage level—materials with potentially high impact levels should be given priority for digitization
- Collection uniqueness—materials that fall within the collections scope and areas of emphasis outlined in the Collection Development Policy, are of significance, and the Library is the sole holder of the materials
- Rights management—copyright and other intellectual property rights will be reviewed prior to acquisition, creation of digital objects, or reformatting/digitization
- Technical consideration—the Library will make certain that the appropriate technology is available to create, disseminate, and preserve the digital object, assuring no damage to the object occurs during the digitization process, while creating a high quality digital resource. If the Library cannot manage the creation in-house, the library will consider outsourcing the creation of the digital resource
- Preservation—prior to digitization, consideration will be given to whether the Library has the capacity to assure long term access and maintenance to the digital resource. The Library will consider, once it has digitized the object, whether it can, in good faith, maintain the digital resource for future users, migrate the digital object to new formats, assure the readability, assure future viewing, and/or assure the ability to listen to the resource
- Grants and Special Initiatives—grants and special initiatives undertaken by the Library may necessitate special consideration for the digitization of specific components of a collection, or an entire collection. Condition of the collection, rights management, preservation of the original and the digital object, as well as technical consideration will also be considered in meeting these requests

Condition of the Original

Staff will undertake a condition review of the original as part of prioritization for digitization. In some cases, materials will be selected for digitization due to the fragile condition of the materials to eliminate further physical handling of the resource.

In other instances, the decision may be made to defer digitization due to the fragile state of the resource, and access to the analog resource will continue.

Usage Level

Staff will consider past interest and the potential for high impact as a predictor of demand for the digital resource for both improved access and protection from further deterioration

Rights Management/Copyright and Permissions

There should not be an assumption that the Library owns the intellectual property of materials in its collections. As part of the selection/acquisition process, the Library will undertake a review to determine the rights associated with the resource. Only objects that are in the public domain or objects whose intellectual property rights the Library holds, or which the Library has explicit permission to use from the copyright holder, will be added to a digital collection.

In some circumstances the use of portions of resources may fall under Fair Use Guidelines. For any project which may involve copyright issues, legal counsel should be consulted.

Technical consideration

The Library will either outsource the conversion of digital content or work with in-house facilities. They will select the approach that minimizes stress on the original resource and assures creation of a quality original that is sustainable into the future.

The Library will implement a content management system that will assure the delivery of the most current digital formats, including audio and video.

Preservation

The Library will assess all resources as they are digitized or acquired and determine a preservation strategy for the resource. Some resources may be of an ephemeral nature and only back-ups will be made. Other materials such as born digital collections, collections that are fragile, or collections that the Library is legally required to provide long term access to will be identified for a digital preservation program.

Grants and Special Initiatives

From time to time, the Library will participate in special initiatives or be the recipient of grants. In these cases, collections supporting these initiatives will be given priority for digitization. Additionally, digital collections created as part of these initiatives may be given priority as part of the management of digital collections.

On-Demand Digitization

The Library, in select circumstances, may digitize “on demand” materials from its collections as long as collection rights, staff resources, and condition guidelines are met, and if the Library has the technology to reformat the content or can outsource the conversion within the timeframe to meet user needs. The Library has the option to add the item into the digital collection.

Budgeting

Project budgets may include: purchase of new equipment, staffing and staff training, digital capture and conversion, materials handling, storing and housing originals (if required), producing derivative files, metadata creation/cataloging, acquisition of a digital asset management system and/or content management hosting services, copyright clearance and other legal costs, promotion and marketing, and development of web interfaces and web exhibits. Ongoing costs that an institution must commit to include system maintenance costs, website maintenance, persistent staff, training, digital preservation costs, and other infrastructure costs.

Rights Management/Copyrights and Permissions

Copyright Holder Responsibility—Library-held material

Before a project is initiated, a review of the conditions and copyright restrictions will be undertaken. The appropriate Library staff will verify rights associated with an individual collection. Resources that are in the public domain or whose rights the Library has procured can be digitized without further review. If staff is unable to legally verify ownership through documentation of copyright status, appropriate legal counsel will be consulted and due diligence satisfactorily concluded.

Copyright Holder Responsibility—materials to be digitized

The Library must work with the creator of the work/s to gain appropriate intellectual property rights for the Library. These rights may include copyright, digital preservation rights, licensing rights, etc. The rights will depend on the specifics of the project. The rights issues will be detailed prior to approval of the project. For collections already under Library management, a review of the deed of gift and other associated documentation will be undertaken. As required, the Library or agent of the Library will contact the owner or their heirs to gain rights.

Copyright Holder Responsibility—materials digitized by the owner

The creator of the digital content is responsible for clearing all rights prior to depositing the collection with the Library.

User Responsibility

A clear statement concerning use of digital resources will be available to users of the Digital Program. The users will be informed of:

- Their rights to view and use the information and resources in the collection
- All applicable copyrights
- Statements crediting the library for all uses of the digital resource
- Restrictions on use
- How to obtain permission when use is restricted
- How to cite the resource for allowable uses

When special conditions exist for display or viewing (for example if specific rights have to be procured), instructions will be provided on how to procure those rights, when available.

US Copyright Law (US Code, Title 17, section 107) guides the Library on Fair Use. This allows the use of copyrighted materials for research, instruction, or private study without prior permission, as long as the original source is attributed. Any usage for commercial display or publication requires the prior permission of the copyright holder.

“A Framework of Guidance for Building Good Digital Collections” provided by the National Information Standards Organization (NISO) advises that project managers collect and maintain a record of rights holders and permissions granted to be able to document and justify actions, if needed. Evidence of this status should be available when projects are being considered for digitization and should take into consideration the extended provisions of the Digital Millennium Copyright Act (DCMA).

Orphaned Works

Orphaned works are copyrighted works that are said to be “orphaned” when the owners of copyright are very difficult or impossible to locate. The works may have been intentionally or unintentionally abandoned. There is some risk in digitizing them. According to the Library of Congress, “well less than half of all registered copyrighted works were renewed under the old copyright system” (Notice of Inquiry: Orphaned Works, 2005).

The Library understands that this issue is currently unresolved legislatively, and careful consideration will be given prior to digitization as copyright law is ambiguous.

Library-owned content

These collections include content that is reformatted digital content or Library created born digital content, not electronic resources or subscription-based materials that the library might purchase.

Materials borrowed for digital projects

The Library provides access to collections of community partners and as such may provide digital access to these collections. These digital items are treated as borrowed materials. While best practice is to acquire these resources as a permanent addition to the collection, in the instances when this is not possible, the Library will endeavor to acquire non-exclusive, non-commercial rights to utilize the digital resource. This agreement will include the following:

- The right, if the content is not in digital format, for the Library to digitize the resource following Library’s policies
- The right to use the digital resource to support the Library’s mission
- The right to create metadata to support discovery and management of the digital resource
- The right to utilize the metadata created by the Library
- The right to distribute the digital resource, in part or as a whole, as part of the Library’s mission via networked environment, e.g. the Internet
- The right to assure long term access to the digital resource through current and future preservation strategies that the Library may adopt

Accessibility

The Library has an ADA policy that provides for equal access to all library programs, facilities, and activities.

Standards and Best Practices

Digital Collection Creation

The following principles for digital creation have been adopted for the Digital Program:

- Digitize at an appropriate level of quality to avoid re-digitizing and re-handling of the originals in the future
- Digitize an original or from a first generation (i.e., negative, rather than print or copy negative) of the source material if possible to achieve the best quality digital resource possible. Conservation concerns may prevent digitizing original negatives
- Create and store two masters, one that serves as the archival copy and one that can be used as a Service Master to create derivative copies
- Use system components that offer the greatest flexibility and interoperability wherever possible
- Use file formats and compression techniques that conform to standards adopted by the library and cultural heritage community
- Create backup copies of all files and store backups on servers; have at least one additional copy stored off-site, as part of the backup strategy
- Create meaningful metadata for digital objects or collections
- Store digital files in an appropriate environment
- Monitor data quality/integrity on a regular schedule, at least annually
- Document a technology migration strategy for transferring data across generations of technology
- Plan for future technological developments

Digitization Best Practices

The Library follows the best practices established by the National Archives and Records Administration (NARA) Technical Guidelines for Digitizing Archival Materials for Electronic Access

For the conversion of audio files, the Library follows the best practices established by the Collaborative Digital Program's (CDP) Digital Audio Working Group. Application of these best practices results in digital objects that:

- Increase the interoperability and accessibility of digital collections across the cultural heritage community through the use of widely accepted standards and formats
- Ensure a consistent, high level of quality across collections
- Decrease the likelihood of re-digitizing in the future by promoting best practices for conversion of materials into digital format; and
- Promote the long-term preservation of these digital resources

Capture Software

The digital collections program has the option of creating or reformatting digital resources by utilizing in-house digital imaging services or outsourcing.

Access and Storage

Public Access

The Library's Digital Collections may be accessed by the public through a variety of Internet accessible systems, including, but not limited to, a digital asset management system, the Library's website, or other external online archive providers.

Storage and Back-up

The Technical Services Department manages all Library servers and has a plan for backup of content that includes both onsite and offsite storage. The Library recognizes that in digitizing a collection, the Library is creating a vital resource for the community. Digital collections are by their very nature fragile and often at risk of loss. Long term access to digital collections depends on preservation actions taken today as well as in the future. The future access to digital collections depends on ongoing and efficient allocation of resources to the maintenance and storage of the digital collection.

Assessment and Evaluation

Formative, ongoing assessment of the library's digital program is necessary to meet stated commitments to the community for stewardship. Evaluation and assessment is to be applied to benchmark, evaluate, and design continuous improvement of collections, services, and community partnerships. Assessments should be done on both a continuous and scheduled basis.

Core areas to be assessed:

- Institutional/organizational attributes for sustainable stewardship (e.g., staffing, funding—cost efficiencies—facility support, etc.)
- Collection stewardship and preservation (material and item level; commitments to partners, etc.)
- Users/audiences identified in ongoing formative manner
- Usability and emphasis informed by measured/tracked/collected user engagement (defined by strategic goals, e.g. "access" and "learning")

Related

US Copyright Law (US Code, Title 17)

National Information Standards Organization's *"A Framework of Guidance for Building Good Digital Collections"*

National Archives and Records Administration's *"Technical Guidelines for Digitizing Archival Materials for Electronic Access"*

U.S. Digital Millennium Copyright Act

SFVPLD Collection Development Policy

SFVPLD Record Retention Policy