

Z. Smith Reynolds Library

Digital Collection Development Policy

1. Introduction

The production and stewardship of digital collections allows the library to enhance services and access to unique collections for library users and researchers around the world. A digital collection development policy creates a process through which digitization projects are selected, digitized, described, and made available. This reflects the mission and vision of Z. Smith Reynolds Library:

“The Library also recognizes its responsibility as a cultural institution to preserve the unique primary resources in its care.”

2. Digitization

Most digitization projects at Z. Smith Reynolds Library fall into one of the following categories:

Ongoing Digitization: entire collections or other larger groups of library materials that are not subject to deadlines. These projects are proposed by library staff in cooperation with University faculty or students. Final decisions for projects to be undertaken are the discretion of the Digitization Advisory Group.

Scan-on-Demand: 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. These requests may be submitted to the project manager and digital production coordinator by Special Collections & Archives staff.

Grant-Based Digitization: specially-funded projects. Special staff may be hired for these processes, although Special Collections and Archives may be involved in the overall management and development of these projects.

3. Digitization Advisory Group

The selection and prioritization of ongoing digitization projects will be determined by a group of faculty and staff at Z. Smith Reynolds, using the selection criteria described below. Scan-on-demand and grant-based digitization projects are typically selected and managed by Special Collections and Archives.

The group may include staff involved with special collections and preservation, access services, technology, resource services, intellectual property, as well as research and instruction services.

The primary responsibility of the advisory group is to coordinate and facilitate production of each digitization project.

[How is this group selected? Is it a formal committee? Who decides?]

4. Selection Criteria

Project proposals can be submitted by library faculty or staff to the Digitization Advisory Group. A digital projects nomination form will include questions regarding the following criteria for selection:

- **Value**
 - *Informational value*: items that offer significant information on the key people, places, events, objects, periods, activities, projects, and processes reflected in Special Collections' collection development policy and the library's mission.
 - *Administrative value*: items with functional usefulness to Wake Forest University and its partners.
 - *Artifactual value*: rare items or unique objects of material culture with intrinsic value.

- **Use**
 - High use materials have higher priority.
 - Projects that would enhance access and bring greater attention to an existing collection have higher priority.
 - Collections and items should have an EAD finding aid, MARC record, or other access point before being selected for digitization.

- **Risk**
 - Materials at risk of loss due to deterioration have higher priority.

- **Rights**
 - Materials in the public domain or with documented permission to publish have higher priority.
 - Materials owned by or with intellectual property rights to WFU have higher priority.
 - Materials may be made available for research, teaching, or private study according to Title 17 of the United States Code.

Sources Consulted

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