

## **Digital Collections Development Policy**

### **Boatwright Memorial Library**

### **University of Richmond**

#### **Purpose**

Boatwright Library's department of Digital Engagement creates, preserves, and provides access to digital content and collections. It seeks to support teaching and research at the University, make university-held archival materials and university-produced scholarship publicly accessible, and digitize and preserve university publications.

#### **Selection Criteria**

In establishing a digital collections policy, the library commits to a set of criteria to provide a strategic approach to assessing digitization projects. Selection and prioritization will be determined by the Digital Collections Librarian in consultation with the Head of Digital Engagement, the Rare Books and Special Collections Librarian, and the University Librarian.

Materials to be considered for digitization should meet *at least two* and preferably more of the following criteria in order to be prioritized accordingly:

- Content considerations:
  - Materials forming a complementary or coherent collection with existing digital content or that fill gaps within or provide additional context to existing collections
  - Materials likely to be of high use and interest
  - Materials that are unique or rare
- Physical considerations:
  - Materials that are in fragile condition where the availability of a digital surrogate would minimize use of the original physical object
  - Materials in formats vulnerable to technological obsolescence (e.g. operating hardware and software no longer available for playback or viewing, analog audio and video)
- Academic Content
  - Materials that support research and teaching, particularly at the University
  - Materials that would be more useful if digitized (e.g. text mining, keyword searchability, visualization)
- University-Related Collections
  - Materials significant to the history or identity of the university and/or the broader community
  - Materials relevant to ongoing research or initiatives at the University
  - Materials produced or published by the University
  - Materials important to institutional memory
  - Materials that involve collaborations or partnerships with other institutions in support of common goals

#### **Resources and time**

Consideration will also be given to the following criteria regarding the availability of library and departmental resources, as well as the time and scope required for digitization.

- Scale and format

- Format of items for digitization aligns with in-house digitization capabilities and equipment, or merits consideration of outsourced digitization
- Resources:
  - Funding, equipment, and staff time are available to digitize and process materials to make them available for public access
- Processing:
  - Staff time is available for resource description and metadata, if item description is not already completed
- Digital preservation:
  - Resources exist to provide the appropriate level of digital preservation support

### **Copyright, Permission, and Licensing**

In compliance with copyright laws, digitization and digital collection development will only be considered for materials which the University owns, or has documented permission from the rights holder(s) to digitize, or is in the public domain. Additionally, the development of digital content will not violate privacy laws, professional codes of ethics, or related University policies.

The licensing of materials will follow the library's licensing and copyright policy.

### **Related Policies (link to these, if available)**

- Digital Preservation Policy
- [Collection Development Policy](#)
- Licensing and Copyright Policy
- [Library Strategic Plan](#)