COLLECTION DEVELOPMENT POLICY FOR DIGITAL COLLECTIONS

Introduction

The University of Chicago Library’s Digital Collections Steering Committee “plans, prioritizes, and coordinates the University of Chicago Library's investments in digital content and related services.” As part of its charge, the Committee “defines the appropriate scope of the Library's digital collection development activity” and establishes criteria for selection, creation and stewardship of digital content in designated categories.

This Policy is intended to guide the digital collection development work of Library bibliographers and digitization managers as well as provide information to potential collaboration partners both on-campus and external to the University of Chicago.

A proposed digital collection development activity must meet the following criteria:

- it meets the non-duplication of effort principle except in the case of content or resources for which local control of final product is sufficiently important to justify the possibility of duplication (e.g., stronger quality control needed than provided by Google)
- it can be demonstrated that rights issues have been addressed
- condition of the original permits digitization without risk if the original has artifactual value
- appropriate metadata exists or a plan is in place to produce it
- needed equipment and technical capability are in place or part of proposed funding plan
- appropriate delivery system exists or a plan is in place to provide it

Selection criteria: The following factors will be considered when evaluating proposals to digitize or enhance digital access:

Whether the content or resource

- constitutes official records of the University
- forms part of the University Archives
- is at risk of being lost due to poor condition or obsolete media format
- falls within the Library’s stewardship responsibility
- has institutional significance
- is of particular regional or local value

The extent to which the proposed activity

- supports institutional goals or high-priority programs
- would add to institutional distinctiveness and recognition
- would make new uses possible
- provides a strategic opportunity for Library innovation and learning
- provides a strategic opportunity for Library partnership or collaboration
• contributes to an existing digital collection, bring together materials in different formats or repositories, link previously isolated titles, or create an entirely new collection

**Scope of the Collection Development Policy for Digital Collections**

• Locally-digitized resources
• Library and University born digital resources
• Acquired resources that are locally hosted and/or served
• Resources for which the Library is responsible for one or more of the following critical functions: metadata, archiving, curation, access, or discovery

**Not in scope for the Collection Development Policy for Digital Collections**

This policy, like the Digital Collections Steering Committee itself, “focuses its efforts on digital collections activities that need emphasis at this time;” and not on content that is handled well by existing processes, policies and procedures. Therefore, the following categories are not covered by this policy, although bibliographers apply comparable selection criteria in developing them:

• Purchased or licensed resources that are hosted and/or served by vendor/publisher and for which the Library provides mainly metadata
• Freely available content hosted elsewhere, and requiring only routine cataloging or other description for access using online catalog, MetaLib or SFX for discovery
• Files in the digital repository that are being held as a dark archive
• Non-database format bibliographies
• Library’s Web site
• E-CUIP
• Faculty learning objects
• Library learning objects (guides, tutorials, recorded webinars)
• Materials created by digitization on demand

02/10