



TITLE:	Digital Collection Development
WRITTEN BY:	Annie Benefiel
DATE:	Approved 8/2018
DEPARTMENT:	Special Collections and University Archives

I. INTRODUCTION

This policy covers general guidelines for development of Digital Collections at Grand Valley State University Libraries. It outlines the goals of Digital Collections and guidelines for specific content types and stakeholder groups.

While the Library curates and provides access to digital collections in the Special Collections, University Archives, and Scholarly Communications, this policy covers only those digital collections curated from content held within Special Collections and University Archives, regardless of the access platform chosen for their dissemination.

II. GOALS AND GENERAL GUIDELINES FOR DIGITAL COLLECTIONS

Digital collections are classified as digital materials that are unique, distinctive, or special to the university, as opposed to non-unique electronic resources that are purchased or licensed from commercial vendors. Digital collections are developed with the intent to be shared widely in an open-access online platform, as opposed to digital archives which may have access limitations or restrictions due to privacy or copyright concerns.

Special Collections and University Archives develop digital collections in several ways: 1) digitizing unique or special physical collection materials from its holdings; 2) curating born-digital collection materials from its holdings, 3) collaborating with campus partners to create and curate new born-digital materials which fit into the overall collecting policy and priorities of Special Collections and University Archives, University Libraries, or otherwise fill curricular needs of GVSU communities; and 4) collecting or licensing the usage of openly accessible digital collections of primary source materials that have strategic connections to GVSU's library collections or curriculum, or contain contents relating to West Michigan regional history.

Content collected includes, but is not limited to, photographs and graphic arts images, images of decorative book covers and bindings, public-domain rare texts, unpublished manuscripts, motion pictures and sound recordings, video or audio oral history interviews, and Grand Valley publications and records.

The University Libraries encourage free and open access to the primary source materials available in Digital Collections. It is therefore the library selector's responsibility to carefully review all deeds of gift, processing instructions, records schedules, and other administrative documentation to ensure open access to the materials is permissible. Any campus partner collaboration with Digital Collections must include a Memorandum of Understanding clause designating the University Libraries as owner of the resulting digital objects and metadata, and also grant a non-exclusive license to publish the contents. Situations may arise where University Libraries need to restrict access to items in Digital Collections. Such contents may be deposited, but no access would be allowed for the duration of the embargo period. Access restrictions can be imposed at the collection

or item level. Requests to embargo or restrict content must be directed to the Archivist for Collection Management.

III. COPYRIGHT

The Libraries make materials available in its Digital Collections for research, teaching, and learning. The collections are not all part of the public domain even though they may be made publicly accessible. Many of the works may be protected by copyright. In some cases, that right may be owned by Grand Valley State University; in others, copyright is retained by the original creator of the materials, their descendants, or third parties.

Selectors of Special Collections and University Archives contents, both digitized and born-digital, will carefully review all relevant deeds of gift, processing notes, and administrative documentation for copyright status. When possible, selectors will request copyright holders' permission to publish the contents in writing. If copyright status or the rights holder is unable to be determined or does not respond to a permission request, the selector will complete a Fair Use¹ checklist² and retain that document with other administrative documentation about the collection.

Collaborative digital projects that create new contents must grant the Library a non-exclusive license to distribute and preserve the collection materials. Copies of informed consent waivers and deeds of gift obtained by project partners must be shared with the Library for its administrative records.

IV. TAKEDOWN REQUESTS

The Library respects the intellectual property rights of others, and makes every effort to identify materials subject to copyright, trademark, and privacy restrictions. If a rights holder finds material in GVSU Libraries' Digital Collections displayed without permission, or believes our inclusion of the material violates their rights, they are advised to contact Special Collections and University Archives.

All takedown requests must include the signature of the copyright owner, proof of copyright ownership, a statement that the requestor is the rights holder or an authorized agent, and identification of the material claimed to be infringing (such as a URL).

The Library may work with the University's Legal, Compliance and Risk Management Office to assess the claim and determine appropriate action. Depending on these determinations, the Library may (a) remove the material(s) from its systems, (b) redact or restrict access to the material(s) in question, or (c) continue providing access to the material(s). Removing the works in question may result in the Library ceasing to provide long-term preservation resources to digital content.

V. PRESERVATION, ACCESS, AND MIGRATION

The GVSU Libraries are committed to preserving the contents of Digital Collections on a long term basis and ensuring continued online access. Preservation of digital collection contents is covered by

¹ [17 U.S. Code § 107 - Limitations on exclusive rights: Fair use](#)

² [GVSU Fair Use Checklist](#)

the Library's Digital Preservation Policy.³ As far as resources and technology permits, the Library will ensure that files made available online in Digital Collections will remain available, regardless of their migration from one access platform to another. However, the Library cannot guarantee persistent links to individual digital objects or collections.

VI. SELECTION CRITERIA

Materials selected for inclusion in Digital Collections will adhere to all or most of the following criteria:

The collection aligns with the curriculum, mission, and strategic plans of the University and the Libraries.

The contents fit the Special Collections and University Archives general collection development policies.

The collection enriches the existing body of primary or secondary source materials available on the web.

Normally, the collection will not duplicate digital collections that can be found elsewhere or that have already been digitized, unless the existing digital format is inadequate.

The collection has high use or high potential for use.

The collection documents the experiences, history, memories, or voices of under-represented communities.

It can be demonstrated that GVSU is the copyright holder, the Library has permission to publish, or that online publication by the Library falls within the bounds of Fair Use.

The collection includes appropriate metadata or a plan is in place to produce it (e.g. the content is identified or identifiable).

Materials will not be selected for inclusion in Digital Collections if any of the following apply:

Materials cannot be shared within the bounds of fair use; or due to privacy restrictions or ethical considerations and have no date at which access embargoes will end.

Materials have no clear transfer of title to Grand Valley State University, as they may be on deposit or on loan to the Library or campus partner.

Materials duplicate digital collections found elsewhere.

Collections will exceed available resources.

VII. COLLABORATIVE PARTNERSHIPS

³ [GVSU Libraries Digital Preservation Policy](#)

Collaborative partnerships with University entities outside the University Libraries to create new Digital Collections must be outlined in a Memorandum of Understanding (MOU)⁴ stating the purpose of the collaboration, the responsibilities of each participant, and a detailed project plan and timeline. All project MOUs will be reviewed regularly and amended as needed by any project partner.

Criteria for Establishing Collaborative Partnerships

The project follows the Selection Criteria as outlined above;

The project partner is a department, office, or agent of Grand Valley State University;

The project partner agrees to the University Libraries' planning and Memorandum of Understanding (MOU) development process;

The project partner agrees to follow University Libraries' specifications for digitization and/or metadata;

The resulting digital collection will not exceed available University Libraries resources; and

Any grants related to the collaboration must include the University Libraries (or its representative) as a principle investigator, and grant budgets must allocate appropriate funding to University Libraries in support of creating and maintaining the digital collection.

Digital Reformatting and Preservation Selection Criteria

Materials selected for digitization through collaborative digital projects must meet all or most of the following criteria:

Follows Selection Criteria as outlined above;

Legal title to the resulting digital material has been or will be transferred to Grand Valley State University with University Libraries identified as its steward;

The content is at risk of being lost due to poor condition or obsolete or media format;

The original media permits digitization or transfer from the original without risk of destruction;

Is possible to implement and accomplish the project with available resources or a plan is in place to provide the resources; and

The digital format will enable access to the content or provide important added value, such as the ability to search across a large volume of material.

⁴ [GVSU Libraries Digital Projects MOU Template](#)