



Digital Acquisitions and Preservation

Mission

The Guelph Public Library preserves and makes accessible public and private records and materials regardless of format that documents the history of Guelph. This collection policy reflects the high value placed on informational and research uses of digital objects that are of archival value. It also is evidence of the library's acceptance of its responsibility in the area of digital curation to ensure that digital objects are preserved and accessible for years to come.

Scope

Digital objects to be considered under this policy include text, photographs, sound and or video records and illustrations. This scope includes born digital objects and those objects that are created through digitization projects. Following best practices, the acquisition and or creation of digital objects will capture all necessary metadata to support preservation, use, and interoperability of those digital objects. The Archivist, in cooperation with library staff, is responsible for the selection of digital objects, their management, and delivery in support of the library's mission.

1 Access

- 1.1 The Archivist and technical support staff will have access to this collection for the purposes of preservation and use. Additional staff, including students, will be provided access for specific digitization projects and or other related tasks.

2 Preservation

- 2.1 Digital objects pose unique challenges as it relates to their long-term use and preservation. Unlike other archival objects, digital content is dependent on a technological environment that changes rapidly. Increasingly archival materials are born digital or analogue materials have been digitized for improved access and to better preserve the original.

2.2 Digital content is to be preserved in perpetuity for members of the Guelph community, surrounding areas, and those who may access the materials remotely.

3 Guiding Principles:

3.1 Standards-Based: Comply with the Open Archival Information System (OAIS) reference model standard and conform to certification requirements for ISO Standard 16363 for Trusted Digital Repositories.

3.2 High Quality Metadata: Capture and maintain high quality and useful metadata for all preserved digital content.

3.3 Technically Robust: Commit to a reliable and scalable digital archive focusing on open-source technologies.

3.4 Authentic: Maintain local procedures to meet archival requirements pertaining to authenticity and integrity of content (provenance; chain of custody; etc.).

3.5 Community-Minded and Collaborative: Adhere to prevailing community standards for preserving access to digital content of long-term value and contribute back to that community when possible. Participate in collaborative digital preservation solutions when they are a good use of libraries resources.

3.6 Up-to-Date: Document policies and procedures openly and consistently.

3.7 System Management and Feasibility: Consider the preservation implications of any systems designed or implemented to manage digital content and allocate adequate resources and infrastructure for sustained digital preservation.

3.8 Digital Storage Maintenance and Security: Maintain hardware and software, as well as storage media, containing archival content in keeping with prevailing best practices, including adherence to environmental standards, quality control specifications, and security requirements.

3.9 Security and Preparedness: Establish adequate and secure backup and disaster recovery safeguards and seek to monitor threats to the accessibility of digital content.

3.10 Legal Compliance: Comply with intellectual property, copyright, and ownership rights for preservation of and access to all content.

3.11 Engage in Partnerships: Partner with parties within the institution and external to the institution to support the goals of the Digital Preservation Policy, to further develop our digital preservation system, and to serve the collective desire to preserve digital content.

4 Materials Preserved:

- Born-digital materials
- Digitized materials (not available in analog)
- Digitized materials (available in analog)

5 Types of Content Preserved:

- Licensed resources
- Guelph Public Library related intellectual content
- Born digital archival material
- Guelph Public Library-owned, managed or produced digital resources
- Digital reproductions not held by the Guelph Public Library

6 Selection Criteria¹

The following criteria will be used during acquisition and or for determining items suitable for digitization.

a. Value

Does the object have research and or historical value? Is the object rare and or unique?

b. Demand

Is the object in demand? High demand objects are good candidates for digitization.

c. Condition

Is the object fragile or is it stable, and hence, suitable for digitization? Fragile items will not be digitized until the necessary conservation treatment makes them stable enough for digitization.

d. Legal and Ethical Issues

Are there any legal and or ethical issues involved in digitizing the object? Can the library invest the necessary time and energy to acquire the

¹ The library policy *Selection Criteria for Digitizing Archival Images*, although useful, that focuses on the criteria for digitization of photographs as an access tool to original images. This policy document is wider scope with an aim that considers the unique nature of digital objects not previously considered in any other policy document.

necessary permissions? Too many legal and or ethical issues will prevent digitization. The Guelph Public Library will only digitize materials for which it holds copyright or for which the library can acquire permission from the copyright holder.

e. Availability

Is the digital object already available online? Items already available digitally should not be selected for digitization. However, if the object has a unique annotation that's not otherwise available from another source, digitization should be considered.

7 Copyright and Intellectual Property Guidelines

- 7.1 All image copies are provided for research and private study use only. If researchers intend to publish, display, or exhibit these images in any public manner (including web display) they must first receive permission from the Guelph Public Library Archives.
- 7.2 Permission will be granted for one time use only and is not transferable to other projects or individuals.
- 7.3 The Guelph Public Library Archives may not hold copyright for every image available on this web site and accepts no responsibility for the violation of any intellectual property or personal privacy rights. Researchers are responsible for obtaining all necessary copyright permissions.
- 7.4 The Guelph Public Library Archives will provide any information that it has to assist the researcher in determining the copyright owner.
- 7.5 Researchers must cite the Guelph Public Library Archives for every image used. The reference code of the image must also be cited in full. If the image is manipulated in any way (i.e. cropped, colour changed, etc.) this must also be indicated.

7.6 Researchers must forward a complimentary copy of any work that uses Guelph Public Library Archives images to the Guelph Public Library Archives at the time of publication.

Copyright and Intellectual Property Decisions Flowchart

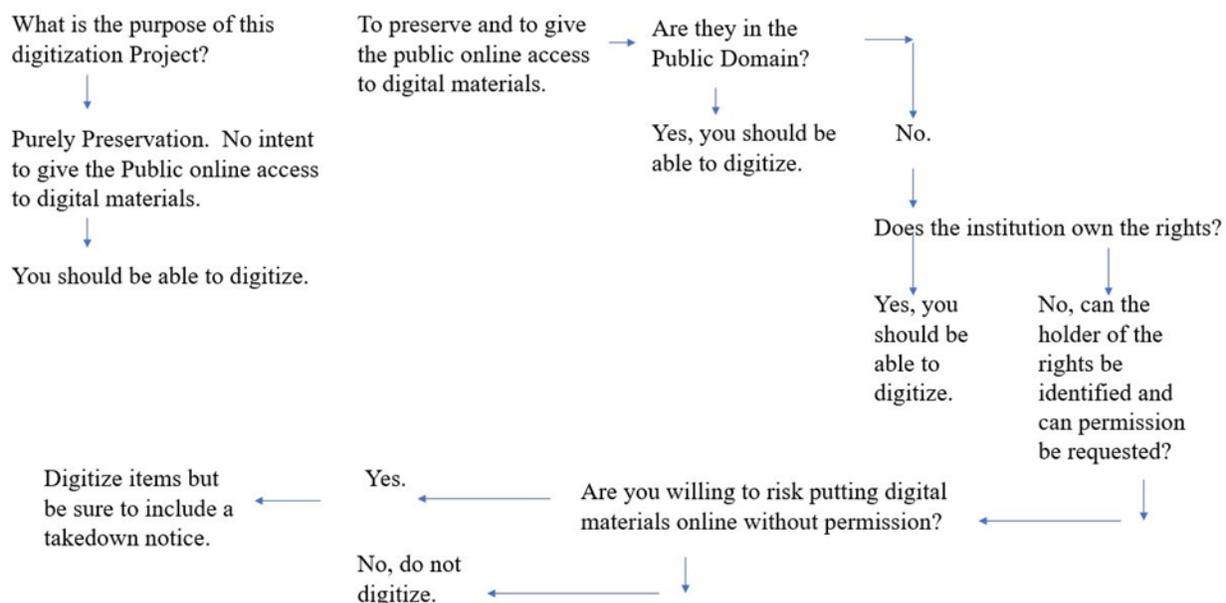


Figure 1

8 Metadata Standards

8.1 The Guelph Public Library will use the Dublin Core Metadata Element Set for the objects we are describing. Descriptive metadata that aims to describe and identify our objects and technical metadata such as file type, format and size. Metadata can be recorded using Microsoft Excel.

Dublin Core Metadata Element Set		
Dublin Core Element	Use	Standard to Consider
Title	The name given to the object. You may need to transcribe it as it appears on the source of the information	
Subject	Topic that is covered by the topic	Library of Congress Subject Headings (LCSH)

Dublin Core Metadata Element Set		
Description	An outline of the object to be described	
Creator	An entity primarily responsible for making the resource.	Library of Congress Name Authority File (LCNAF)
Publisher	An entity responsible for making the resource available.	
Contributor	An entity responsible for making contributions to the resource.	Library of Congress Name Authority File (LCNAF)
Date	A point or period of time associated with an event in the lifecycle of the resource.	W3CDTF
Type	The nature or genre of the resource.	DCMI Type Vocabulary
Format	The file format, physical medium, or dimensions of the resource.	Internet Media Types (MIME)
Identifier	An unambiguous reference to the resource within a given context.	
Source	A related resource from which the described resource is derived.	
Language	A language of the resource.	ISO 639
Relation	A related resource.	
Coverage	The spatial or temporal topic of the resource, the spatial applicability of the resource, or	Thesaurus of Geographic Names (TGN)

Dublin Core Metadata Element Set		
	the jurisdiction under which the resource is relevant.	
Rights	Information about rights held in and over the resource.	

9 Takedown Policy²

9.1 If you are the rights holder and are concerned that you have found material on the Guelph Public Library’s Website without your permission and believe our inclusion of this material on our website violates your rights, please contact us and include the following.

- f. Your contact information such as an address, telephone number, and email address.
- g. Exact URL where you found the material.
- h. Details that describe the material (title, collection name, number of items, etc.).
- i. The reason why you believe that your rights have been violated, with any pertinent documentation.
- j. If your complaint concerns intellectual property rights property rights, confirmation that you are the rights holder, or an authorized representative of the rights holder.
- k. If your complaint concerns libel, defamation, confidentiality or personal data, confirmation that you are either the publisher or the subject of the material in question, or their authorized representative.

9.2 Upon receipt of a request, the Guelph Public Library will:

- a. Promptly acknowledge the request via email, or other means of communication if you do not have an email account.
- b. Assess the validity of the request.
- c. Upon request, we may temporarily remove the material from public view while we assess the concern.

² Used with permission by author. See works cited for complete citation information.

- 9.3 Upon completion of the assessment, we will take appropriate action and communicate that action to you.
- 9.4 If the Guelph Public Library is not able to determine that it is permitted to provide access to the work(s) in question, we will cease providing access to the work(s).

Works Cited

Cowick, Carmen. *Digital Curation Projects Made Easy: A Step-By-Step Guide for Libraries, Archives, and Museums*. Lanham, Rowman and Littlefield, 2018.