

**Consortium of Academic and Research Libraries in Illinois (CARLI)**  
**Digital Collections**  
**Collection Development Policy**  
**DRAFT**  
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## **Introduction**

In 2005, CARLI licensed CONTENTdm for its I-Share (formerly ILCSO) member libraries. CONTENTdm provides a method to manage digital collections including documents, images, video, and audio files. This policy addresses those collections that will be stored on resources centrally managed by CARLI. Libraries which are included in CARLI's CONTENTdm license are encouraged to plan, develop and contribute digital collections so that access to the state's resources is made widely available. CARLI will plan at a future time to expand access to those beyond the I-Share member libraries.

Access to these CARLI digital collections will be made available through a website designed and maintained by CARLI staff with input from CARLI member contributors. Separate digital collections stored on the CARLI server may include:

- 1) Collection(s) licensed by CARLI for the use of CARLI institutions
- 2) Collection(s) developed by one or more CARLI institutions to be accessible to all CARLI institutions
- 3) Collection(s) developed by and restricted to the use of a single CARLI institution, as long as required restrictions can be maintained

Links to digital collections developed and maintained locally on a CARLI institution's server may be made available through the CARLI CONTENTdm website.

## **Mission and Guiding Principles**

The CARLI Digital Collections are created and maintained in keeping with the mission statement of the organization itself:

“The Consortium leads Illinois academic libraries to create and sustain a rich, supportive, and diverse knowledge environment that furthers teaching, learning and research through the sharing of collections, expertise and programs.” (CARLI Bylaws, 2005)

As a shared resource, CARLI's digital collections are designed to support the teaching and research functions of academic institutions in Illinois. Essential criteria for the collections include:

Adherence to copyright and intellectual property guidelines: Intellectual property rights must be managed in accordance with applicable laws, and any necessary restrictions to access must be implemented through current institutionally-supported mechanisms. All materials made openly available must be in the public domain or cleared for public distribution. It is the responsibility of each institution to seek and maintain documentation of ownership and digitization

rights for their digital collection(s). Ownership of the digital content remains with the institution; CARLI does not claim ownership of the content in the digital collections.

Adherence to standards adopted by CARLI; technical standards for digitization and metadata should provide highest image quality and fullest access points to the items in the collections.

Digital collections will serve to provide access to but not replace the original materials as current digitization methods do not meet preservation standards. It is recognized that use of electronic reproductions does protect original materials from unnecessary handling and as such does provide some preservation protection.

Digital collections shall be created and maintained as shared resources for CARLI institutions, and to others accessing them from any place in the world via the Internet when possible.

Digital collections may be in a variety of formats including but not limited to: text and manuscript documents, photographs, postcards, art reproductions, illustrations, sound, video, and representations of 3-D items.

Access to the digital collections for the visually impaired is encouraged and should be planned for and implemented whenever possible. Such access may include but is not limited to: audiofiles describing the collection; audio descriptions of individual images; or audio transcriptions of text documents.

The CARLI Digital collections are to provide resources which may be of research and learning value to other member institutions. The digital collections are not to serve as: institutional archives; digital learning object repositories; substitutes for permanent preservation; or to support individual offices or departments within an institution.

### **Collection Development Criteria**

Creation and maintenance of digital collections is an expensive venture, so must be undertaken with deliberate planning and quality control. Content selected for digitization should have strong, immediate yet durable interest and research value within CARLI and beyond. Materials which represent the depth and diversity of the historical and cultural resources of Illinois' academic and research libraries, especially rare or unique materials, have a high value. The discovery and use of digital collections are enhanced by the availability of accurate, rich metadata descriptors attached to items in the collection, as well as overall finding aids and clear organizational structure. Therefore those collections which are well documented and organized have higher value than those with minimal identification. The responsibility for accuracy of information presented in the collection remains with the institution providing that digital collection.

Although digitization does not serve as a substitute for preservation of original documents and material, digitization may contribute to preservation efforts. Providing a surrogate representation of original material may minimize handling of fragile or rare materials and so protect materials from damage, mutilation or theft. However, efforts must be made to ensure that the digitization process does not damage or destroy the

original materials. Digitization of a photographic representation of the original may be necessary, and is acceptable for inclusion in the CARLI collection if the image is of good quality.

Technical considerations to be made in determining the appropriateness of an item or items in the collection include:

- Extent to which the digital version can represent the original; if the full content is not to be included, the usefulness of the digital object must be carefully considered.

- Whether the materials will display well digitally using current, readily available technologies

- File size and network capacity to deliver the digital content to the user with reasonable speed

- Resources available at the institution to support collection organization, scanning, interface design to support and maintain the digital collection

- Resources available at the institution to catalog and provide metadata relating to document identification, provenance, full item description, and technical capture information for each item in the collection

- Original items which are oversized, poorly legible, require extraordinarily high resolution or true color representation may be unsuitable for inclusion

## **Standards and Quality Control**

All CARLI Digital Collections should be created, organized, digitized, and maintained following best practices recommended and or adopted by CARLI.

Institutions providing content for the CARLI Digital Collections are responsible for technical quality of the digital objects, and accuracy of the metadata and finding aids. CARLI endorses compliance with accessibility standards developed as part of the Web Access Initiative of the World Wide Web Consortium (<http://www.w3.org/WAI/>) It is the responsibility of each contributing institution to conform to these standards. CARLI does not guarantee that all collections or sites linked to within the collections will comply with these compatibility standards.

## **Removal Policy**

A site may be removed from the CARLI digital collections in case of one or more of the following conditions:

- Proven violation of copyright laws, including violations of restrictions placed by a content donor or owner

- Site provides substantial inaccurate information which the institution does not correct within 60 days of notification

- Site content is no longer available, or is not consistently available and reliable

Access to the site or its content is no longer made available free to the public  
Site does not conform to standards and/or CARLI best practices for digitization

The CARLI Board or its designated committee/agent will have the final decision on removal. The originating institution will be notified in writing of the decision.

### **Policy Review**

CARLI Collections Working Group will review and revise this policy on a regular basis in order to incorporate changes in licensing, technology or statewide collection goals.