

**DIGITISATION POLICY
THE LIBRARY
UNIVERSITY OF THE WITWATERSRAND**

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This policy outlines the Library's approach to digitisation of its scholarly and cultural collections and material for all strands of the triple helix (knowledge transfer, research, teaching and learning and enablers).

1. SCOPE

This policy:

1.1 Applies to digitisation of all collections and material managed and controlled by the Library. It covers all materials originally produced in non-digital form (e.g. printed matter of all kinds, manuscripts, photographs, drawings, paintings, sound and film recordings, microforms), and born-digital material. Digitisation would fulfil one or more of the aims listed in the triple helix above. The materials may be:

- ✚ Owned by the Library.
- ✚ Deposited with the Library.
- ✚ Owned by a collaborative partner of the Library.
- ✚ Owned by a commercial partner of the Library.

1.2 Outlines goals, guiding principles, selection criteria, management and access to digital collections, digital standards and guidelines as well as intellectual property rights, digital preservation and digital curation, facilitating the long-term access, use, management, and preservation of digital resources. The Library's digitisation policy engages with the following key issues:

- ✚ Why we digitise.
- ✚ How we digitise.
- ✚ What we digitise.
- ✚ When we digitise.
- ✚ Access to digitised collections.
- ✚ Governance of digitisation initiatives.
- ✚ Long-term preservation and sustainability.
- ✚ Collaboration and Networking.
- ✚ Promotion and Marketing.

2. DEFINITIONS

2.1. Digitisation

Digitisation is defined as being the conversion of analogue items (such as hardcopy or paper, video and audio tapes) into digital format for the purpose of extending access and, where appropriate, to assist with preservation.

2.2. Scholarly Collections

- ✚ Reference Collections;
- ✚ Items to support learning and teaching in a variety of formats;
- ✚ Specialist items to support research needs, e.g. maps, microforms, audio etc.;
- ✚ Special collections and rare books;
- ✚ Archival collections;
- ✚ Objects/artefacts.

2.3. Born digital

Born-digital resources are items created and managed in digital form.

2.4 Digital preservation

Digital preservation is as the process of maintaining, and if necessary recovering, accessibility to digital information resources.

3. GUIDING PRINCIPLES

3.1. User needs

- ✚ Digital collections increasingly address an international audience. These collections are part of a global information infrastructure that is not limited by geography.
- ✚ The Wits Library wants to satisfy the needs of current and future users and recognises the global reach of digital assets and the changing role of libraries in serving that broader public.
- ✚ We will seek to understand and meet the needs of our users, as resources permit, in terms of the collections that we digitise and the means of resource discovery that we provide.
- ✚ We will develop, refine and monitor interactions with our digitised collections using a range of tools, and will use the feedback to improve the experience.
- ✚ We will continue to investigate the digitisation landscape to ensure that we contribute to a growing corpus of Wits, national, African and international digital content.

3.2. Business models

- ✚ We want to make the Library's collection available to as wide a range of users as possible through digitisation and ensure sustainability of the service. Sustainability requires secure and ongoing-funding, technology solutions that are appropriate to the longevity of the digital assets and objects, and long-term management capabilities.
- ✚ We will develop a range of business models including:
 - Open access, provided free of charge;
 - Limited open access (where funding allows for free as well as fee-based models);
 - Mediated access provided through a fee-paid service.
- ✚ The Library will continue its practice of digitising materials for academic users upon request at nominal cost.

3.3. Intellectual Property Rights

- ✚ We will protect Intellectual Property Rights (IPR).
- ✚ We will clear all copyright protected works we intend to digitise that fall within copyright. Where rights holders cannot be identified or traced our activities will be informed by the specific circumstances at hand.
- ✚ We will reserve the right to assert IPR over the historical digitised collections and databases created from public domain works in our collections in order to secure and protect access to information in the digital age.

3.4. Storage and Preservation

- ✚ Storage and Preservation is in line with the Wits Digital Preservation Framework and the CNS guidelines.

- ✚ Digital materials must be appropriately preserved. Preservation activities require the use of standards and best practices as well as models for sustainable funding to guarantee long term commitment to these materials. A digital preservation programme is dependent on the three-legged stool – the organisational infrastructure, the technological infrastructure (using OAIS as the framework) and the resources framework.
- ✚ We will ensure that items from our collection selected for digitisation are handled in accordance with best practice and preserved for posterity.

3.5. Resource Discovery

- ✚ We will ensure that all digitised items are readily discoverable.
- ✚ We will aim to provide a seamless search experience across physical, born digital and digitised items.
- ✚ We will integrate digitised items into the e-learning environment by collaborating with the Wits eLearning, Support and Innovation Unit.
- ✚ Through the South African Digitisation Initiative (SADI) we will collaborate nationally on the development of a national portal.

3.6. Collaboration

- ✚ The Library aims to minimise duplication of its digitisation activity and to increase the quantity and diversity of digital content available to users at the national level, by working collaboratively with other national and international institutions.
- ✚ Collaboration enables the building of collections that support research, scholarship and the information needs of diverse communities.

3.7. Technical Aspects of Digitisation

- ✚ We are committed to applying generally accepted standards for creating, managing and providing access to digitised material. Standards must serve the broadest community of users, support sustainable access and use over time, and provide user functionality that promotes the core library values commitment to access, confidentiality/privacy, the public good, and professionalism.
- ✚ We will adhere to established standards and adopt best practice in digital capture and post-processing activities.
- ✚ We will ensure that digitised content is accompanied by consistent, high quality metadata.
- ✚ We will take a systematic and rigorous approach to the digitisation workflow and ensure the efficiency of process over time.
- ✚ We will adopt technical standards and guidelines for digitisation to which all our digitisation projects will conform.

4. OBJECTIVES OF THE POLICY

4.1. By digitising its collections, the Library will:

- ✚ Open up access to content in the Library's collection for researchers, students and faculty.
- ✚ Create a critical mass of digitised content.
- ✚ Support the creation, development and presentation of digital resources for research and instructional purposes.

- ✚ Support innovative methods of research.
- ✚ Make it easier to discover our content.
- ✚ Make our content more visible and increase use.
- ✚ Preserve unique, rare and fragile items and those at risk of obsolescence by digital reproduction and protect vulnerable documents.
- ✚ Promote the diversity and uniqueness of the University collections to enhance exhibition programmes and encourage users to explore the physical Library.
- ✚ Attract philanthropic support for further digitisation activities.
- ✚ Share information on digital projects, initiatives, and activities.
- ✚ Identify, promote and advise on best practice in digitisation activity.
- ✚ Promote the use of agreed standards to ensure 'interoperability' and effective resource discovery and retrieval now and in the future.
- ✚ Develop expertise in the area of digitisation.
- ✚ Provide digital consulting and production services.
- ✚ Provide training courses.¹
- ✚ Achieve collaborative and cost effective digitisation outcomes through the avoidance of duplication of effort and resources.
- ✚ Promote the long-term storage and preservation of digital resources.
- ✚ Serve as a platform for the digitisation of archival collections at Wits.

- 4.2. Policy development in the following areas will be prioritised:
- ✚ Funding models that support long term sustainable efforts.
 - ✚ Rights management for digitisation, preservation and access.
 - ✚ Preservation capabilities and rights.
 - ✚ Standards and best practices.

5. RESPONSIBILITIES

- ✚ The Senate Library Committee is responsible for approving the policy.
- ✚ The Library Digitisation Working Group is responsible for developing and reviewing the policy.
- ✚ Library Collection Managers and related professionals are affected by the policy.

6. REFERENCES

- ✚ THE LIBRARY COLLECTION DEVELOPMENT & MANAGEMENT POLICY: January 2010
<http://web.wits.ac.za/Library/AboutUs/Library+Collection+DevelopmentandManagementPolicy.htm>
- ✚ University of the Witwatersrand, POLICY ON INTELLECTUAL PROPERTY (S2002/2150A)
- ✚ WIRedSpace (Wits Institutional Repository environment on DSpace) Policy

¹ Short training courses could possibly directed at participants from libraries, museums, archives, and other cultural heritage institutions who are seeking in-depth digitisation training to enable them to apply information standards and best practices in their work with cultural heritage materials. Topics covered could include: Benefits and costs of digitisation projects; Issues involved with designing and evaluating digitisation projects, and goal-setting; Selection of materials for digitisation; Determining the best way to digitise a collection and make it accessible to the target audience; Planning issues including: budgeting, workflow, copyright, storage, and preservation; Metadata: best practices and creation; Evaluating, selecting, and purchasing digitisation equipment; Basic scanning and image manipulation; and Delivery and access of digital images.

Drafted by	Library Digitisation Working Group
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Approved by	
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Review Date	