

Digital Collections Development Policy – Working Draft

Building and Sharing Nationally Recognized Digital Collections

The University of Houston Libraries' Digital Collections are central to the Libraries' vision of becoming a nationally recognized leader among research libraries. In alignment with the University of Houston's Tier One strategic initiative and the University of Houston Libraries' Strategic Directions, Digital Collections support the research and teaching needs of UH faculty and students, fulfill the needs of campus and community constituencies, and collect, present, and preserve digital files of material appropriate for scholarly research.

UH Libraries Digital Repositories

This policy highlights selection criteria for multiple digital repositories managed by UH Libraries in collaboration with outside stakeholders, including the Texas Digital Library and HathiTrust.

Repository	Description
UH Digital Library (UHDL)	The UHDL makes available digitized surrogates of rare and unique materials held by the UH Libraries as well as born-digital items. These materials document the University of Houston, city of Houston, and state of Texas, as well as other historically and culturally significant topics. The repository is managed by UH Libraries.
UH Libraries' Institutional Repository (IR) (Hosted by TDL)	The IR accepts content reflecting the scholarly and administrative output of the university. It makes available digitized and born-digital scholarship and creative works from faculty, students, and staff. The IR also contains digitized and born-digital University Archives materials which document the history of UH. The IR runs on the DSpace platform and is maintained in partnership with the Texas Digital Library.
HathiTrust Digital Library	The HathiTrust Digital Library is a large-scale digital preservation repository focused on preserving and providing access to book and journal content digitized from member collections through a number of means, including digitization by Google, the Internet Archive, and through local initiatives. The repository is maintained by HathiTrust.

Content Deposit Locations

Content is deposited into one of the existing digital repositories based on its content type. Note that materials may also live in multiple repositories, based on the functions of those particular repositories. As services and functionality around repositories expand, the defined content areas for any one repository may change or merge over time.

Type of content	Definition	Repositor(ies)
UH Libraries collections/materials	<ul style="list-style-type: none"> ● Digitized versions of analog library collections, including print monographs and serials, archival materials, maps, photographs, audio/visual materials, and musical scores, held by the UH Libraries 	Primary: <ul style="list-style-type: none"> ● UHDL Other: <ul style="list-style-type: none"> ● HathiTrust
UH faculty, staff, and student scholarship and creative work	<ul style="list-style-type: none"> ● Electronic theses, dissertations, and graduate capstone projects, completed by UH graduate students in fulfillment of degree requirements ● Previously published, peer-reviewed, or juried works—e.g., books, journal articles, music scores, poetry, fiction and creative non-fiction, art, music recordings, and dance—with permission of rights-holder(s) ● Prepublication pre-/post-prints with permission of rights-holder(s) ● Grey literature (e.g., technical reports, white papers, research posters, or symposia proceedings) and other unpublished scholarly works ● “Unpublished” creative work ● Learning objects, including instructional materials and primary sources organized for teaching purposes 	Primary: <ul style="list-style-type: none"> ● IR ● UHDL (for audio, moving image, and visually-oriented digital objects)

Digitized and born-digital University Archives material	<ul style="list-style-type: none"> ● Electronic administrative records produced by university units to document actions and/or decisions ● Student organization digital objects, including rosters, meeting minutes, and event publicity materials ● Web harvesting of website material of enduring value 	Primary: <ul style="list-style-type: none"> ● IR ● UHDL (for audio, moving image, and visually-oriented digital objects)
Datasets	<ul style="list-style-type: none"> ● Raw or processed collections of data, usually presented in a structured form, that are the product of one phase of research and form the basis for further work <ul style="list-style-type: none"> ○ Note: Dataset storage will comply with grant or project guidelines; storage and service provided after the life of the project should be re-evaluated in alignment with library resources. 	Primary: <ul style="list-style-type: none"> ● IR

UH Digital Collections Selection Guidelines

Collections and items in the UH Digital Collections should, first and foremost, generate national recognition for the University of Houston and the UH Libraries.

To be included in the Digital Collections, collections and items should also:

- Be of significant research and/or teaching interest
- Align with University of Houston strategic priority areas, especially Energy, Health, or Arts
- Exist nowhere else as digital content that is easily accessible and/or of comparable quality
- Meet existing or anticipated demand

Repository	Criteria for Inclusion
UH Digital Library	<ul style="list-style-type: none"> ● Collections that are worthy of national recognition. They address critical elements including: <ul style="list-style-type: none"> ○ Supporting research and/or teaching at the University of Houston

	<ul style="list-style-type: none"> ○ Aligning with one or more of the University of Houston’s strategic priority areas ○ Aligning with popular research trends or issues ○ Making collections of unique or rare items of historical or cultural significance more accessible ○ Complementing or completing existing digital collections (local or external) ○ Complementing collections selected for commercial digital publication <ul style="list-style-type: none"> ● Collections that fulfill important local needs. They address critical elements including, for instance, important local projects and university connections: <ul style="list-style-type: none"> ○ Supporting a program or project at UH Libraries or the University of Houston (e.g., a conference) ○ Has potential for external funding <p><i>Technical criteria (for materials needing digitization):</i></p> <ul style="list-style-type: none"> ● Can be digitized without damaging original ● Has a desirable preservation outcome (e.g., reduced handling of fragile original) ● Will satisfy requests for digital surrogates ● Would provide access to otherwise inaccessible content
UH Libraries’ IR (Hosted by TDL)	<p>Created by a University of Houston-affiliated individual or unit</p> <p><i>Content Prioritization</i></p> <ol style="list-style-type: none"> 1. University publications 2. Reports from administrative bodies 3. College and Departmental publications 4. Faculty scholarship and creative works 5. Theses and dissertations 6. Student scholarship (beyond theses and dissertations) and creative works <p><i>Potential Pilot Projects</i></p> <ul style="list-style-type: none"> ● University publications <ul style="list-style-type: none"> ○ Items with catalog records ● Reports from administrative bodies <ul style="list-style-type: none"> ○ Board of Regents minutes

	<ul style="list-style-type: none"> ○ President's office records ● College and Departmental publications <ul style="list-style-type: none"> ○ College of Engineering magazine ○ Psychology Department newsletter ○ UH Libraries publications ● Theses and dissertations <ul style="list-style-type: none"> ○ Digitize 1947-current
HathiTrust Digital Library	<p><i>Technical criteria:</i></p> <ul style="list-style-type: none"> ● Previously published in print ● Free of copyright restrictions ● Currently not available elsewhere on the web, including HathiTrust Digital Library, Internet Archive, and Google Books ● Fully described and marked up according to HathiTrust guidelines ● Complies with file format requirements of HathiTrust

Digital Collections Review Process

Focused on creating and implementing policies to increase national recognition around digital initiatives, the Digital Collections Management Committee (DCMC) has the explicit authority to:

- Approve or disapprove proposed projects using selection prioritization policies prior to projects entering any specific digital initiatives workflow
- Determine the repository for projects using digital deposit policies prior to projects entering any specific digital initiatives workflow

Digital collection project proposals should be submitted using the [Digital Project Proposal Form](#) on the DCMC intranet page. (note: login required). Proposals should include key information about the project:

1. A brief description of collection
2. Why collection is worthy of national recognition or how it fulfills other important local needs
3. Approximate size or extent of the collection (number of boxes, number of books, etc.)
4. The format media found in the collection (books, manuscripts, audio tapes, DVDs, etc).
5. Optional: Additional information that would be beneficial for the committee to know during its deliberations (external funds for digitization and curation, etc.)

The chair of DCMC will communicate decisions made by the committee once discussions and results are determined.

Reappraisal Guidelines

To better balance the research potential of collections with the necessary allocation of resources (space, staff, time, and conservation resources) for their care and preservation, DCMC should reappraise digital collections over time to determine whether some collections can no longer be supported. This should be an open, structured process conducted in consultation with content selectors and curators.

Commercial Digital Publishers

Fulfilling commercial digital publisher requests can affect the availability of original materials for access through digital collections in UH and partner digital repositories. As UH Libraries increases the coverage of its digital collections through commercial digital publishers, the selection of content for third party databases and repositories should be communicated to the DCMC.

The Head of Special Collections should notify the chair of DCMC when third parties solicit collections for digital publication as early as possible in the process. Any proposal, contract, or formal agreement requesting the digitization and use of content held by UH Libraries should be submitted to DCMC for review. The Head of Special Collections should include a brief description (no more than a paragraph) as well as a statement of significance for each archival collection or printed work included in the publisher's contract/proposal. DCMC will provide feedback to the Dean of Libraries and Associate Deans regarding the proposal.

Policy Review

- Completed by DCMC: June 2, 2015
- Approved for Public Display: September 23, 2015

Members of DCMC will review and update this document every two years.

Policy Revisions

- 2015-07-30: revised commercial digital publishers section to state that DCMC reviews any proposal and gives recommendation to library administration. Also defined information that the Head of Special Collections should submit to DCMC with any proposals from a commercial digital publisher.
- 2015-07-28: migrated policy to UH Libraries Digital Initiatives Policies and Guidelines document. Eliminated "Related Policies and Guidelines" section because it is now part of the DIPG table of contents

References

- Carolina Digital Repository: <https://cdr.lib.unc.edu/scontent/aboutPages/policiesGuidelines.xml>
- Georgia Southern University: http://digitalcommons.georgiasouthern.edu/collection_development.html
- HathiTrust: http://www.hathitrust.org/take_down_policy
- Salt Lake Community College: <http://slccarchivesir.files.wordpress.com/2010/09/ir-collection-development-policy-013009.pdf>
- Society of American Archivists: <http://www2.archivists.org/sites/all/files/GuidelinesForReappraisalAndDeaccessioning-May2012.pdf>
- University of Vermont: <http://cdi.uvm.edu/about/colldev>