

DUNEDIN PUBLIC LIBRARIES

DIGITAL ARCHIVES COLLECTION POLICY 2017

SCOPE

This policy outlines the conditions governing the acquisition and management of digital archival material owned by or assigned rights to the Dunedin Public Libraries and hosted on the *Scattered Seeds – He Purapura Marara* digital platform, and/or held in digital format on CD-Rom, CD, DVD, or USB storage device contained within the Heritage Collections.

1. Collection Scope

The collection aims to collect digital materials that further the aim of preserving the cultural heritage of Dunedin.

2. Collection Purpose

The purpose of the Digital Archives shall be to appraise, collect, organize, describe, and digitally preserve the memories, mementos and stories of the people – individuals, whānau/hapū, ethnic groups and cultures - of the greater Dunedin catchment and hold them in perpetuity.

The Archives shall be available to interested persons for research into the history of southern New Zealand and the individuals and organizations within it.

3. History

In 2015 The Dunedin Lebanese Community made a donation of \$55,000 to the Dunedin Public Libraries to establish a Digitisation Centre at the City Library and develop an online digital archive called 'Scattered Seeds – He Purapura Marara'.

4. Description of Collection

The Digital Archive consists primarily of material of historical or social interest offered by individuals, groups and organizations keen to preserve them. The material may be born digital, or result from digital capture of physical material lent to or lodged with the library for the purpose. In such cases, the donor and location of the physical material (if not lodged with the library) should be recorded with the digital item.

The Digital Archive also includes born digital material already held in the McNab Archives or the McNab New Zealand Collection, on CD-Rom or USB storage devices.

5. Hosting

Material is uploaded to the 'Scattered Seeds – He Purapura Marara' digital platform currently hosted by Recollect, a division of New Zealand Micrographics Services. The digital platform is backed up on multiple servers in different locations, is protected by continually updated security software and the service provider manages all issues of format control and migration. Any change of provider must take these requirements into account.

Dunedin Public Libraries has ownership of the digital content. A formal contract for hosting and use of the Recollect software is signed and regularly updated by both New Zealand Micrographic Services and Dunedin Public Libraries.

6. Collection Management

- Records will be handled with care and treated with respect, including acknowledgement of tikanga Maori.
- Wherever possible, records will be made available online under Creative Commons Attribution Non-Commercial licensing, and available for download direct from the digital platform.
- Library staff may discuss copyright or reproduction matters but are not qualified to give a legal opinion.
- Compliance with the Copyright Act 1994 (as amended) is the responsibility of the user of digital archive materials.
- Dunedin Public Libraries will maintain a record of contributors.
- Dunedin Public Libraries will maintain a record of the physical location of original materials, where appropriate.
- The Library undertakes to safeguard personal information and rights as far as possible, and consistent with the provisions of the Privacy Act 1993.

6.1 Loans.

Not applicable.

6.2 Selection Tools

Not applicable

6.3 Selection Guidelines

Digital Archives materials are normally acquired in the following manner:

- The Library may actively solicit donations, where appropriate.
- The decision whether to accept a donation rests with the Library.
- Donations which carry stringent donor restrictions may not be accepted.
- The Digital Archives Donation Agreement (Appendix 1) must be completed at the time the material is lodged.
- Archival materials deemed outside the scope of the collection or included within the scope of public records collections held elsewhere, may be transferred to the appropriate institution or the donor directed to an alternative suitable repository.
- Where complementary items, and normally in greater numbers, reside with other institutions and would benefit from the addition of the fewer items held by Dunedin Public Libraries.

6.4 Deselection

Items may be deaccessioned from the Digital Archive where the donor or vendor had no right to give them to the Library.

7. Formats

Born digital material will be collected and stored on the digital archive platform.

Non-digital material may be digitized by Dunedin Public Libraries and retained under the terms of this policy. Non-digital originals may be returned to the owners or retained under the Documentary Heritage Archives Policy. In either case, a record will be kept of where the originals are held.

The following formats may be accepted for digitisation:

- Unpublished material
- Published material subject to copyright restrictions
- Photographs
- Audio and video tapes
- Film

Material for upload to the Digital Archive platform will be as high resolution jpeg image or, in the case of documentary material, in multi-page pdf format. Pdf format material is run through an Optical Character Recognition programme on upload, so pre-upload OCR is not required.

8. Acquisition and Purchasing

Items may be acquired by digital contribution, gift, bequest or transfer from another collection within the library.

9. Standing Orders

Not applicable.

10. Donations

The collection is largely comprised of contributed materials. Conditions governing the submission of donated content are included in the Digital Archives Donation Agreement (Appendix 1). Items will be accepted on the basis that the arrangement provides for the permanent transfer of custody and control of the digitized material to the Digital Archive.

11. Preservation and Repair

Format control and migration is managed through the online Digital Archive platform and all material acquired in a born digital format on another carrier is uploaded to the digital platform for preservation. The original carrier may be retained as a historical record.

12. Review

This policy will be reviewed within five years

Endorsed by the Senior Management Team, August 2017

DIGITAL ARCHIVES DONATION AGREEMENT

**Dunedin Public Libraries
Affiliation**

Individual / Group

Kā Kete Wānaka o Ōtepoti

I, as the donor (or agent) of the material briefly listed on page two of this document, understand and agree that the donation is made under the following conditions:

1. I have the right to offer this digital content to Dunedin Public Libraries for community access via the Scattered Seeds Digital Archive.
2. I acknowledge that Dunedin Public Libraries takes no responsibility should a dispute over copyright or ownership arise.
3. An appraisal of the donation will be conducted by Library staff in accordance with the stated aim of the site: to collect the memories, mementos and stories of the people – individuals, whānau/hapū, ethnic groups and cultures – fruits of the seeds scattered on the four winds from all over the world, that have landed here, taken root and come to call Dunedin home.
4. Should an item be permanently removed from the Archive, discussions will be held with the donor, where possible and the reasons will be documented.
5. Access may be restricted to some materials to protect the interests of third parties, as a result of donor conditions, or to restrict the copying of material. Otherwise access will be via the default Creative Commons License - Attribution – Non Commercial – No derivatives.
6. The donation of material to Dunedin Public Libraries indicates the transfer of control and custody of the digitized material from the donor to the Archive.
7. Intellectual rights, such as copyright, remain with the donor or author.
8. Dunedin Public Libraries will hold a signed statement on file varying copyright via Creative Commons, if requested by the copyright holder.

DONOR

AGENT

Name _____

Name _____

Address

Address

Telephone _____

Telephone _____

Email _____

Email _____

PROVENANCE

(organisation(s) or individual(s) who created or collected this information)

Brief description of items for donation including any restrictions requested.

Quantity on arrival:

Signed _____

Dated _____

Received by: _____ **On behalf of Dunedin Public Libraries**

Signature: _____ **Date:** _____