



State Library of Iowa Digital Project Policies

Digitization

The State Library actively creates and acquires digitized versions of State of Iowa government publications and materials relating to Iowa's cultural heritage. The State Library provides open access to these materials on the Internet via its digital repositories.

Principles

- The primary goal of digitization is to enhance access to these materials for the citizens of Iowa and the general public.
- Digitization may also have preservation benefits, ensuring continuing access to materials that are in danger of loss due to deterioration or obsolescence.
- Digitization activities encompass all formats.
- The State Library does not have a single standard for digitization, but develops standards based on the characteristics of the materials being digitized and the use requirements.
- All digitized materials must have metadata in a form supported by the State Library.
- Digitized collections are made publicly available for use through Iowa Publications Online, Iowa Heritage Digital Collections, and through other sites as appropriate.
- Digitization activities will be sustainable. State Library curatorial and digitization experts will determine the cost and benefits of different options and locate and secure digitization resources, and resources for ongoing curation, as needed.
- Each partner depositor is responsible for establishing digital rights management for their materials if they are not in the public domain, and for responding to requests for use of their materials.
- State Library staff will provide consultation and training for digitization of materials to be deposited if requested.
- On completion of a written agreement, the State Library may allow partner depositors to use its digitization equipment to digitize collections to be deposited in its repositories. The State Library will provide training for the use of the equipment and will determine scheduling and access to the digitization resources. The resultant digital publications will be made available to the general public, except in rare instances.
- On completion of a written agreement, the State Library may digitize, deposit, and create metadata for materials for partner depositors. Staff will evaluate the condition of

the materials and provide an estimate of damage which may occur during routine handling. Staff will make every effort to safely transport and handle the materials. However, the partner depositor agrees to hold the State Library harmless should any damage or theft occur while the materials are in the State Library's possession.

Selection for Digitization

Most digitization activities at the State Library currently take place within the context of collecting, preserving, and providing access to State of Iowa government digital publications and collections of Iowa cultural interest. Selection of the materials to be digitized is based on the needs of the State Library and contributing cultural organizations. Additionally, project managers and governing bodies are asked to consider both the condition of the collection materials (including potential conservation costs and activities), and the potential demand from readers for the materials that might be selected.

Preservation

The State Library of Iowa preserves its digital collections with the same level of commitment as it preserves its physical collections. Digital preservation is essential to the State Library's ability to continue to fulfill its mission of preservation and access of materials important to Iowans.

Principles

- The State Library will ensure the authenticity and integrity of the digital materials in its care so that these can be located, accessed, used, and reformatted as necessary. The Library will, wherever possible, provide active management to preserve additional features of digital materials such as image metadata, etc.
- The State Library will store digital materials safely, adopting security mechanisms appropriate to each class of material.
- Digital copies deposited in State Library repositories by non-state agencies are considered 'use' copies and not 'archival' copies. Responsibility for the storage and maintenance of the original, archival copy rests with the creator or depositor of the material.
- The State Library will not accept digital files for deposit in TIFF or raw formats.

Metadata

The State Library creates appropriate, descriptive metadata for its own collections and for material it deposits. It requires that partner depositors create appropriate, descriptive metadata as well. This metadata adequately describes the Library's collections, wherever these are held, and enables them to be discoverable and understandable for all users.

Principles

- State Library staff will work with partner depositors for all new collections to determine what metadata will be required using taxonomies in use in the various repositories.
- Partner depositors will make every effort to add complete, accurate, and consistent metadata to ensure maximum discoverability and usefulness.
- State Library staff may make changes to metadata at any time as they deem necessary.
- Partner depositors may request adjustments to taxonomies in use. For example a state agency which experiences a name change may request that the list of agencies in IPO be appropriately adjusted.
- Metadata will be created according to commonly accepted standards and formats. Innovative initiatives in metadata creation will be considered as opportunities arise. Disciplinary differences will be acknowledged and accommodated where appropriate.