

## **Florida Atlantic University Libraries** **Digital Library Policies Document**

The purpose of the Digital Library Policies Document is to describe the principles, policies and operations that govern the activities of the Digital Library at FAU Libraries.

Given the rapid rate of change within the field of information technology and digital services, the document must be regarded as a work in progress. Periodic revisions will be necessary.

### **I. Vision**

The Digital Library (DL) will create a coherent approach to building digital content at Florida Atlantic University Libraries. By providing specialized tools, infrastructure, expertise and services to the FAU community and other partners in support of the University's primary research and teaching mission, the DL will actively work towards building new strategic initiatives and creating partnerships that offer solutions to the information challenges facing FAU and the scholarly community.

### **II. Mission**

The Digital Library (DL) is a centralized unit within the FAU Libraries that supports the development of digital collections through the conversion of library- and faculty- or department- held materials to digital formats. The DL's mission is to build and deliver digitized collections. Functions of the DL include the selection and preparation of materials for digitization development and management of comprehensive metadata; and creation of appropriate delivery mechanisms through the web, enabling DL to create, manage, and preserve digital resources.

The DL consults, collaborates and works closely with the Digital Library Team before any new digital projects or proposals are initiated or any new policies are developed. The DL Team is comprised of staff within the FAU Libraries.

The Digital Library's Mission and Vision support the following goals from FAU'S Strategic Plan for 2006-2013:

1. GOAL 3: Building World-Class Academic Programs and Research Capacity
2. GOAL 5: Building a State-of-the-Art Information Technology Environment
3. GOAL 7: Increasing the University Visibility

### **III. Policies**

The following are guidelines for the activities of the Digital Libraries:

1. The FAU community of faculty, staff and students is the primary user base. The larger user community is defined by existing FAU policies, consortial agreements, and contractual obligations.
2. The primary activities of the Digital Library are to create and make available electronic access to scholarly content created or owned by the FAU Libraries. Associated activities will be to preserve unique and endangered FAU Libraries' content. This is done by creating digital surrogates in electronic formats. These formats are then preserved at the Florida Digital Archive Repository under an agreement with FCLA by FAU Libraries. More information about this repository can be obtained at <http://www.fcla.edu/digitalArchive/>
3. Formal criteria will be used to select and prioritize digitization projects and partnerships, including:
  - a. Copyright status of source materials
  - b. Availability of external funding to cover the costs of the digitization
  - c. Comparative costs and benefits for FAU Libraries
  - d. Relationships to other digitization projects
  - e. Material formats contained in physical collection correspond to the equipment digitization capabilities of the division
  - f. Current use of physical materials
  - g. Anticipated use of materials in electronic format
  - h. Current physical condition of original materials

- i. Value that can be added through digitization, such as easier navigation and potential new uses
- j. Potential cost savings or simplification of work for FAU Libraries
- k. Value to the community of scholars, students and instructors and FAU's public community
- l. Individual requests need to be submitted to the DL Team for consideration

4. Selection of DL projects will be a collaborative activity that encourages participation and input from a broad spectrum of participants. The Associate Director of the FAU Libraries and the Manager of the Digital Library will actively solicit input for potential projects from the Digital Library Team, other SUL libraries, local and regional libraries and community groups and agencies.

5. All digitization activities will comply with statute-based restrictions imposed by the applicable Copyright Law.

6. Digitization of items in the FAU Libraries collections will not diminish the Library's commitment to the preservation and care of the original items. The digitization process will not endanger these items. It will help preserve them by reducing the need for future handling.

7. The Digital Library currently is not staffed to provide rush services.