

## Florida Atlantic University Libraries' Digital Library Collection Development Policy

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- I. Purpose, Mission, and Scope**

The Digital Library (DL) is a unit within the FAU Libraries that supports the development of digital collections through the conversion of materials into digital formats. The functions of the DL include the selection and preparation of materials for digitization, the development of comprehensive metadata, and the provision of online delivery to and long-term preservation of digital collections.

Florida Atlantic University Libraries will consider materials for digitization and deposit into the repository when the content supports the curricular and programmatic needs of the University. The primary activity of the DL is to create, preserve, and make accessible digital collections from a variety of sources in various formats. Through the Florida Digital Archive (FDA), FAU Libraries' digital objects can be preserved long-term and assured future format migration in the FDA repository. More information about this preservation program can be found at <https://libraries.flvc.org/florida-digital-archive>.

The purpose of the DL collection development policy is to provide guidelines that the Florida Atlantic University Libraries' Digital Library Unit will follow in the selection of materials, and the creation, and development of digital objects and collections.

In support of FAU's mission of teaching, research, and learning, the DL's overall mission is to provide preservation and access to the libraries' unique collections. The DL's online resource base of educational materials promotes the University's curricular and programmatic needs through facilitating scholarship campus wide. The DL also seeks collaboration with its State University Library (SULS) counterparts in digital initiatives in furthering the FAU mission.

The scope of this collection development policy covers those materials and collections digitized by the DL but may extend to materials digitized by other FAU departments, faculty, researchers, students, or other partners when FAU Libraries' digital collection serves as a repository for contributed objects.

- II. Collection Content and Selection Criteria**

Collections and materials selected for digitization should meet the current academic and research needs of FAU. The value and interest of the materials to the FAU and the wider community are the primary criteria for any items or collections being digitized. These items that are deemed rare, unique, or of institutional importance, enhance the University's sense of community and history.

Selection of content to be digitized is contingent upon resources available to undertake projects. Other considerations for selection may include the physical condition of material, the need for digital reformatting to enable access, and whether a duplicate digital copy exists elsewhere. Materials to be

digitized must either be in the public domain or have written approval from the copyright holder. The following considerations are made during the selection process:

- A. **Subject Area** - The primary subject areas for digitization are those that support the curricular, instructional, research and programmatic needs of FAU, or which may be part of a special or rare collection, or are in need of digital preservation
- B. **Format** - Physical material handled by the DL may be in the following formats, but are not limited to: monographs (books and pamphlets), journals, newspapers, audio/video materials, and maps
- C. **Language** - The main language of the collection is English. However, foreign language materials may be digitized based on the relevance or rarity of the item
- D. **Locality** - Items given a priority in digitization are those that reflect the unique history, landscape, culture, and population of Florida. However, materials from other geographic regions may be considered based on their relevance to FAU academic programs and research areas
- E. **Chronology** - Resources of historical significance, works in the public domain, as well as collections of currently created FAU works are given special consideration for digitization
- F. **Access** - Materials may be limited to on-campus or off-campus use because of copyright restrictions
- G. **Donations/Contributions** - Please refer to FAU Libraries' [Gifts/Donations policy](#)

### III. Technical and Collaborative Considerations

Digital Collections published online use technology compatible with various systems, platforms, and software. DL equipment is not made available for external use. Further, the unit does not conduct external digitization projects outside the scope of this policy or resource capability of the DL.

The DL collaborates with community organizations, state university libraries, and other library systems on a case-by-case basis to contribute, develop, or create digital collections that support the institutional and research needs of the university.

### IV. Copyright Permissions and Policy Responsibility

Florida Atlantic University Libraries provide access to digital materials for educational and research purposes. The DL does not authorize use or reproduction of these digital items for commercial purposes. The materials are provided on an "as is" basis and without warranties of any kind, either express or implied, including any warranties of title, non-infringement of copyright, or other rights. Florida Atlantic University Libraries should be acknowledged as the source of the digital object or collection.

While much of the material may be in the public domain, it is the responsibility of the user to determine copyright permissions for specific items. Written permission of the rights holder is required for distribution, reproduction, or other use of items in FAU Digital Collections beyond that which is allowed by fair use or other statutory exemptions. In all cases, responsibility for making an independent legal assessment of an item and securing any necessary copyright permission ultimately rests with the user.

This policy was approved by the Collection Development Unit. The responsibility for this policy content and updates resides with the Digital Library.

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