

# Digitisation Strategy



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Approved by: Executive

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## 1 Digitisation at the Library

The Library digitises collection material in order to:

- i. improve access to collections
- ii. preserve its collections
- iii. support the Library's programs
- iv. meet reader requests for digital copies

The Library's digitisation can be categorised as Project Digitisation, General Digitisation and Reader Request digitisation.

- **Project Digitisation:** digitisation of materials usually requiring significant conservation, cataloguing or imaging resourcing to prepare, digitise and make the material available to readers.

Project digitisation includes:

- projects to digitise collection material that are funded by the Library
  - Open Digitisation Partnership Program (ODPP) projects funded by commercial vendors
  - projects that are supported by funding from organisations, donors, vendors and individuals
  - digitisation of collection finding aids, detailed contents lists and guides to collections that, when linked to online collection records, assist readers to understand and to access collections
- **General digitisation:** small volume digitisation work which supports the Library's exhibition, publications, promotion activities including social media, Fellows and the Digital Return program to provide First Nations communities with digital copies of relevant First Nations collection material.
  - **Reader request digitisation** responds to paid requests from readers for digital copies of collection material.

The Information & Access Branch (LIS) undertakes digitisation through the Document Delivery Service; and the Digitisation Branch (DXD), undertakes Digital Image Orders to meet requests for high resolution digital images from readers.

## 2 Selection Criteria

The Library will digitise collection material that:

**Supports Library Programs:** including exhibitions, publications and promotion, requests by Fellows, and digital return programs.

- i. **Mitigates Obsolescence/At Risk:** includes material that is at risk of its content being inaccessible either due to obsolete carriers, or obsolete software/hardware
- ii. **Mitigates physical loss:** material that is at risk due to fragility, physical decay, unstable material format
- ii. **Security Documentation:** material that requires a digital copy for reasons of collection security
- iii. **Supports Research:** material that receives high usage and may include facilitating text level searching of OCR text
- iv. **Improves Access:** enables the content to be accessed more effectively and efficiently

## 3 Further Considerations

Further considerations in selection include:

### i. Digitisation involves several activities and incurs ongoing costs

Digitisation activities not only require the digital copying of the material but also requires an appropriate level of metadata, conservation assessment, decisions concerning rights, processing work to ingest and make the material available in the Library's systems, and ongoing preservation and storage of the digital files.

For original text materials, there may also be the requirement for crowd sourced transcription.

### ii. Digitisation should be fit for purpose

The Library should choose digitisation options that reach this goal effectively and efficiently:

- not all material that is digitised must be made available in the catalogue, such as selective digitisation for a particular purpose; it may be better stored in the Library's internal media library where it is easily discoverable by staff
- the microfilm copy may be digitised rather than the original

- a detailed granular record may not be needed to support the digitised image; it may be as effective and efficient to make the material available against a general collection or series level descriptive record
- existing digital copies should be considered for re-use by the Library, for example, copies made for Document Delivery or copies made available at the point of acquisition from a vendor.

**iii. The Library will not, generally, digitise material where it is freely available elsewhere, e.g. through e-resources, or is best digitised by another institution.**

The Library may however, selectively digitise international or Australian published material if the Library's copy is of particular significance.

**iv. A New Acquisition is not itself a reason for digitisation**

A new acquisition will not automatically be selected for digitisation but must meet the selection criteria, for example, for the promotion of a new acquisition. Where a new acquisition is to be digitised, it should ideally be identified at the point of acquisition.

**v. The decision to digitise material as a condition of accepting a donation is not automatic.**

**vi. Significance and Financial Value may not be sufficient reason for digitisation**

The significance and financial value of the material, or its vulnerability to theft, may inform the selection criteria – for example requiring a digital copy for security reasons.

Once selected for digitisation, material will be prioritised on the basis of:

- timeframe or urgency
- alignment with the selection criteria
- external commitments
- the significance and financial value of the material
- operational capacity

If a digitisation project is determined to be of sufficient importance, additional funds will be made available to support this, where possible.

Selection and prioritisation decisions will be recorded by the Turned Digital Selection Committee.

## **4 Governance Arrangements**

The cross-divisional Turned Digital Selection Committee will consider digitisation proposals nominated by staff and readers and will monitor the Library's general digitisation program selections.

The committee will also contribute to the implementation of Project Digitisation selections, excluding ODPP projects.

A Curatorial Assessment Team is responsible for reviewing ODPP selections.

The Manager, Digitisation, will be responsible for coordinating ODPP projects and seeking Executive approval.

The Collection Management Group will endorse selections for Project Digitisation, including ODPP projects.

The Executive Committee will approve digitisation selections including ODPP projects.

The Digitisation Branch, DXD Division, will manage and deliver digitisation of collection material including General Digitisation, Project Digitisation and Reader Request Digitisation in collaboration with staff across the Library.

The Digital Library Systems & Services Branch, DXD Division, is responsible for managing the systems and infrastructure required to support the delivery of digitised content to staff and readers through the Library management systems.

The Collection Access & Description Branch, LIS Division, is responsible for upgrading catalogue records for digitisation if required and as appropriate.

## **5 Readers, Vendors and Organisations**

The Library will work with readers, organisations and vendors who wish to fund and/or digitise collection material. This will include responding to paid requests by readers for digital images and document delivery.

The ODPP will continue to consider external digitisation proposals from publishers. The Library will continue to assess each ODPP proposal on its merits and in accordance with NSLA's [Principles for Public and Private Digitisation Partnerships](#).

The Library will continue to work with individuals and organisations who wish to fund the digitisation of collection material where it is feasible and mutually beneficial to do so.