INDIANA MEMORY DIGITAL COLLECTION DEVELOPMENT POLICY

1. INTRODUCTION

MISSION

The Indiana Memory program is a collaboration of Indiana libraries, museums, archives, and related cultural organizations whose mission is to create and maintain a digital library that enables free public access to Indiana's unique cultural and historical heritage. This digital library is online at https://www.in.gov/memories.

Through the various digital materials available on Indiana Memory, the program seeks to enhance education and scholarship of Indiana's past. To secure such content for Indiana Memory, the program provides grant funds to Indiana libraries and their partnering organizations that have sound plans to digitize materials and make them freely available on the Internet.

AUDIENCE

The intended audience of Indiana Memory is the collection of the citizens of Indiana, students, lifelong learners, scholars, researchers, state and federal government, the business community, and hobbyists.

SCOPE

Indiana Memory provides access to collections relating to the history, culture, science, government, and industry of Indiana and/or collections maintained by Indiana-based institutions.

Collections created by cultural heritage institutions that are beyond the scope of Indiana Memory may still be considered for inclusion on Indiana Memory. Indiana Memory will harvest the metadata of existing collections and create a catalog of Indiana cultural heritage materials. Consideration of existing digital collections will begin by filling out the Indiana Memory Application for Collection Submission. Applications will be reviewed by the Indiana State Library Digitization Working Group.

2. MATERIAL TO BE DIGITIZED

Collections, materials, or items may be nominated for digitization by any interested party using the Indiana Memory Application which is reviewed by an Indiana State Library Digitization Working Group. Materials and collections will be chosen for inclusion based on the following criteria.

Requirements:

Scope and content. The scope and content of the collection shall be in accord with the mission of the program. Collections are expected to have missions that address a broad audience. (At the discretion of the Indiana State Library Digitization Working Group, collections that do not meet this criterion may be considered for inclusion)

Restrictions. Indiana Memory collections shall be made available for educational and fair use purposes, but Indiana Memory does not claim ownership of the materials. Ownership remains with the institution for the life of the collection. Metadata created by Indiana Memory remains the property of the Indiana Memory program, but may be copied and shared as long as credit is given.

Copyright. Participants are required to read and sign the copyright agreement (https://www.in.gov/memories).

No Duplication of Effort. Collections that duplicate the materials already included in Indiana Memory will not be included. Digital objects should be created from the best copy of the original. (At the discretion of the Indiana State Library Digitization Working Group, collections with similar or duplicate materials may be considered for inclusion.)

Formats. Indiana Memory will include items such as manuscripts, diaries, letters, and published works; visual images such as photographs, illustrations, maps or artwork; audio or video; microform; and born digital government documents.

Documentation/Description. Collections must include documentation about and descriptions of the digital objects to be included. This description can be item level or collection level.

Priorities:

Though the program reserves the right to select any material for inclusion, the following are important factors that the program will consider when reviewing applications:

Educational Standards. Collections that address Indiana's Academic Standards (http://www.doe.state.in.us/standards/) and for which curricular materials or lesson plans exist will be given priority for inclusion in Indiana Memory.

Accessibility. Indiana Memory strives to comply with the accessibility standards developed by the World Wide Web Consortium (http://www.w3.org/WAI/). Collections that meet these standards will be given priority for inclusion in Indiana Memory.

Use. Collections of rare or fragile analog materials that are becoming damaged or are in danger of becoming damaged due to age, poor condition, or heavy use will be given priority for inclusion.

Statewide interest collections. Collections with content that has statewide appeal will be given priority.

Diversity. Collections that address the diversity of the history, landscape, culture, and population of Indiana will be given priority.

Cooperative Potential. Collections which demonstrate a collaborative effort with other cultural heritage institutions (such as archives, museums, historical societies, and government agencies) will be given priority.

Availability of Local or Additional Resources. Collections for which institutions can demonstrate the ability, skill, materials, and resources to create and maintain the digital collection will be given priority.

3. RESPONSIBILITIES OF INSTITUTIONS

The preservation of both the original analog material and the digital master is the responsibility of the owning institution. Indiana Memory will provide storage space for access images and will provide incremental off-site back-ups of these images according to our contract with the selected vendor. Institutions submitting collections will be responsible for storing digital master images and all related back ups.

4. BEST PRACTICES

Indiana Memory has adopted the following Best Practices:

Project Management: Washington State Library Digital Best Practices for Project Management
http://digitalwa.statelib.wa.gov/newsite/projectmgmt/index.htm

Digital Imaging: Western States Digital Imaging Best Practices
http://www.cdpheritage.org/digital/scanning/documents/WSDIBP_v1.pdf

Metadata: Western States Dublin Core Metadata Best Practices
http://www.cdpheritage.org/cdp/documents/CDPDCMBP.pdf

5. GOVERNANCE BOARD

Indiana Memory will receive policy guidance and expert advice from institutions of cultural heritage and education including representatives from:

- Academic Libraries of Indiana
- Association of Indiana Museums
- Department of Education
- Governor's Office
- Indiana Historical Society
- Indiana Library Federation
- Indiana Office of Technology
- Indiana State Archives
- Indiana State Library

Members of the Digitization Team will report progress and obtain approval on policies from the governance board.

7. MARKETING AND PROMOTION

Indiana Memory will be promoted in various publications from the Indiana State Library including the *ISL Connection*, *Wednesday Word*, and *Focus on Indiana Libraries* as well through social media. Institutions are also encouraged to promote their own collections.

Indiana Memory is pleased to provide users with the capability to search the individual digital collections of contributing institutions when accessing the portal page. In addition, a button prominently displayed on the homepage of the portal Web site connects users to a list of contributing institutions with logos and links to each institution's organizational homepage. Advertisements within Indiana Memory are prohibited.

8. REMOVAL POLICY

A site may be removed from the Indiana Memory portal for one or more of the following:

- Content is not consistently available or reliable
- Inaccurate content
- Violation of copyright
- Content is no longer free to the public

9. POLICY REVIEW

A review of this Digital Collection Development Policy will be undertaken annually by the Indiana State Library Digitization Working Group. Any updates will be submitted to the Indiana Memory Governance Board for approval.