

## **Digitising hard copy items policy**

Last modified April 2005 - Review June 2006 or as required. Approved by SLT

### **Scope**

This policy covers digitising hard copy items by Christchurch City Libraries. The original item may or may not be owned or held by the Library.

It does not cover the creation, selection or retention of new digital objects (born digital items), for which a separate policy needs writing.

### **Policy Statement**

Digitisation will support the Library's strategic goals, particularly "Knowing who we are and Information how when and where" from [The Plan](#) and "encourage and support akoranga/learning for Māori and the community" from [Ngā Tapuwae Hou](#).

Digitisation will be carried out to enhance access to information, particularly local information.

The Library will actively investigate opportunities for partnerships and collaboration with digitisation projects.

### **Regulations**

1. Selection criteria will follow the Library's Collection Development [policy](#).
2. The digitising process must not damage any unique original item. There may be some instances where duplicates may be altered.
3. Digitisation will be undertaken in accordance with the New Zealand Copyright Act 1994, intellectual property rights and moral rights.
4. National and international standards will be followed wherever practicable.
5. Digital collections will be available from the Library's website.
6. Digitised collections will be reported to the *National Digital Register*.
7. Digitisation will be carried out in such a way as to be sustainable.
8. Digital collections will be managed in the most effective and efficient way possible.
9. Indexing, metadata and arrangement will fit the Library Web Strategy's vision for ease of access.

## Guidelines

### Selection criteria

Digitisation will focus primarily on Christchurch and Canterbury material but may include wider New Zealand material that represents important cultural memory.

#### *Include material that:*

- fulfils current or anticipated demand from the Library's customers
- will create enjoyment
- is easier to use in digital format or where digitising will enhance the ways in which the material can be used
- is out-of-copyright or to which we have the rights or to which we can reach agreement with the rights' owner
- Increases access to appropriate Māori material

#### *Consider:*

- potential value to schools and other educational groups
- potential value for contribution to *Te Ara-Encyclopedia of New Zealand, Matapihi* and similar projects
- whether some material may be enhanced in the future by building a context and narrative around it
- whether digitising the material will result in efficiency gains for the Library by reducing staff or maintenance costs
- feasibility in terms of financial and staff resources

### Preservation of original items during digitisation

Digitising will follow current library guidelines for handling and preservation of original items.

Reduction in handling of the original item may be a valuable, secondary outcome of digitisation, therefore items should be digitised to a high enough standard that customers won't demand the original. In some instances, a physical surrogate may also be produced.

### Partnership

The Library will:

- continue to contribute to *Matapihi* and similar initiatives
- identify organisations that have material that may be of value to our customers if digitised, but who lack the facilities to carry out digitisation, and rank those we may wish to approach to discuss the possibility of joint initiatives

- consider making parts of its collections available to other organisations that may be interested in digitising some of our material (e.g. Selwyn District Libraries)
- investigate the possibility of a regional digital forum to raise awareness of the issues and organisations' collections and activities, and explore potential partnerships
- explore the possibility of hosting Christchurch City Council collections digitally

### **Intellectual Property Rights**

Wherever possible, rights to items will be identified and secured when they are received by the Library.

Intellectual property rights and moral rights will be acknowledged through appropriate citations.

Guidelines for use and reproduction of material will be available from each image.

### **Reporting to the National Digital Forum**

Details will be submitted to the register via the online project registration form on the National Digital Forum's website: <http://ndf.natlib.govt.nz/> once approval for a programme has been given.

The register will be updated when the digitising project goes live or an ongoing project develops a critical mass.

### **Selling images**

Reproduction quality images from digitised material will be made available, subject to rights' issues, at a price that covers all costs of supply, post digitisation.