

## **STRL POLICY ON DIGITISATION**

### **1. *Introduction***

The Southern Tablelands Regional Library develops its regional history collection in accordance with its stated Collection Development Policy. The collection is made up of physical objects in a variety of formats including books, newspapers, microform, original documents and photographs. While the library will continue to collect materials in these formats, this approach is now being supplemented with the provision of electronic access to the collection.

STRL recognises the importance of the Internet as a mechanism to deliver services to people 'beyond the library branches'.

This policy is a guide to the digitisation of items held in the Regional Library collection.

### **2. *The Library's Digitisation Goals***

By digitising items in its collections, the Library will:

- Enable users, regardless of location, to directly access and use a range of digitised materials relating to the Southern Tablelands Region
- Promote an understanding of the Southern Tablelands region to those who may access the collections from other locations
- In collaboration with other Australian organisations contribute to a database of digital images accessible via the Internet
- Increase access to and help to preserve rare and fragile collections by providing digital surrogates

### **3. *Principles***

The following principles will provide a foundation for the Library's digitisation activities:

- The prime purpose of digitisation activities will be to enhance access to the Library's Regional History collection. The secondary purpose will be to preserve rare and fragile collection items by providing digital surrogates.
- Digitisation will be undertaken in accordance with the Copyright Act

- The Library will not aim to digitise its entire collection, and the following criteria will be used to select items for digitisation:

#### **4. *Material to be digitised***

- Relevance to local region
- Extent to which the item is a duplicate. [For example, if there are many images of the same subject, with only slight variations in each, only one of these images will be digitised]
- Rarity and contribution to the total collection
- Relevance to potential users and likely demand
- Copyright status
- Image meets minimum resolution standards

#### **5. *Standards***

Standards for digitisation of images will comply with the report, 'Digital Practice: Guidelines for digitising images in NSW public libraries' and 'PictureAustralia: Metadata Guidelines'.

#### **6. *Access to Digitised Material***

The primary access to digital images will be via the STRL Online Catalogue, with plans developed for future access via State and National Picture Databases.