

Library Digital Initiatives

Policy Suite

<https://library.uco.edu/diwig>

Purpose

The Chambers Library connects the Central community to dynamic resources and services that support UCO’s mission to help students learn through transformative learning experiences so they become productive, creative, ethical, and engaged citizens and leaders serving our global community. In pursuit of this mission, the Library selects, creates, and manages collections, including digital collections, for the benefit of our academic community and others worldwide. This document provides the guidelines to ensure the Library selects, preserves, and provides access to born-digital and digitized materials that support the teaching, learning, and researching needs of UCO faculty, students, and staff.

Chambers Library does not have a single digital collections unit within its organizational structure. Instead, the digital collections are a collaborative effort between a cross-section of different library departments. Therefore, the digital initiatives working group (DIWG) was formed. This policy also clarifies the roles and responsibilities of the Library departments involved in DIWG and where these responsibilities may intersect or diverge.

“Digital collections” refers to any collection that consists of born-digital and digitized materials that support transformative learning.

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Purpose and Role of the Digital Initiatives Working Group

Document Status:	Approved
Prepared By:	Shay Beezley, Beth Jones, Nicole Willard, Anona Earls, Kirsten Davis, Shaye Caban
Approved By:	Habib Tabatabai, Beth Jones, Nicole Willard, Carolyn Mahin, Deborah Thompson
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Mission

The mission of the Digital Initiatives Working Group (DIWG) is to create, enhance, preserve, and administer the Library's digital collections in the interest of furthering the Library's mission to connect the Central community to dynamic resources and services that support transformative learning.

Scope

Areas within DIWG Scope

1. Developing, approving, and assessing policies related to the Library's digital collections, including but not limited to:
 - Curating and preserving digital objects;
 - New and ongoing digitization projects;
 - Content repositories, such as SHAREOK, streaming.uco.edu, or ArcaSearch;
 - Providing access to digital objects; and
 - Determining scope of objects preserved in the Library's digital collections.
2. Prioritizing and coordinating digital projects with other library staff or campus entities upon request.
3. Accepting, processing, and approving digitization requests made by other library staff or campus entities.
4. Overseeing metadata profiles used for digital collections across all repository and software suites.
5. Overseeing access and preservation of the Library's digital collections.
6. Assisting with access and preservation of Archives & Special Collections' (A&SC) digital collections.
7. Maintaining the Library Digital Initiatives section of <http://library.uco.edu>.
8. Maintaining the Library Digital Initiatives policy suite.

Areas Outside of DIWG Scope

1. Commercial electronic resources, databases, products and/or selection of internet resources as outlined in the Library's Collection Development Policy located at <https://library.uco.edu/policies/CollDevPolicy.pdf>.
2. Digitization for interlibrary loan or course reserves purposes.
3. Submission/acquisition, processing, and management of A&SC's digital collections.

Distinction between DIWG and A&SC Responsibilities

DIWG and A&SC work together to provide access to the Library and the Archives' digital collections; however, these collections are processed and managed by either unit based on the kinds of materials that the collection represents. This distinction mirrors the essential differences between the purpose and function of libraries and archives. For purposes of illustrating this distinction for digital collections stewarded by DIWG (Library) and A&SC, please refer to the following chart:



	Library	Archive
Nature	<ul style="list-style-type: none"> • Published titles • Independent significance • Usually available elsewhere 	<ul style="list-style-type: none"> • Unpublished • Groups or related items • Significant in relation to other items • Unavailable elsewhere
Creator	<ul style="list-style-type: none"> • Unique individuals or organizations 	<ul style="list-style-type: none"> • Parent organization or institution
Method of Creation	<ul style="list-style-type: none"> • Separate, independent actions 	<ul style="list-style-type: none"> • Organic: normal course of business
Method of Receipt	<ul style="list-style-type: none"> • Select by titles • Decisions revocable 	<ul style="list-style-type: none"> • Appraised in aggregate • Decisions irrevocable
Arrangement	<ul style="list-style-type: none"> • Designated classification scheme based on subject 	<ul style="list-style-type: none"> • Provenance & original order
Level of Description	<ul style="list-style-type: none"> • Individual titles 	<ul style="list-style-type: none"> • Aggregate (records groups & series)
Descriptive Media	<ul style="list-style-type: none"> • Core metadata from published item (title, author, etc.) • Library service platform, discovery interface 	<ul style="list-style-type: none"> • Core metadata based on collection review and preparation by archivist • Guides & inventories, finding aids
Access	<ul style="list-style-type: none"> • Open stacks 	<ul style="list-style-type: none"> • Closed stacks
Digital Collections Examples	<ul style="list-style-type: none"> • Faculty/Staff Publications/Presentations • Design Annual • Dimensions Magazine • Open access Textbooks/OER Collections 	<ul style="list-style-type: none"> • Faculty and Staff Senate Papers • Bray Scrapbooks • Oklahoma Fashion Museum Collection
Digital Collection Submission Process	<ul style="list-style-type: none"> • Submission via DIWG • Processing and management via DIWG • Access and preservation via DIWG repositories 	<ul style="list-style-type: none"> • Submission/Acquisition via A&SC (may work with Systems or DIWG for submission workflows) • Process and management via A&SC • Access and Preservation via DIWG

Workspaces

- Library Share Drive: **UCO-Lib\All-Lib\Committees\Digital Initiatives**
- DIWG Procedures: <https://spaces.uco.edu/display/SHAREOK/Library.Digital+Initiatives+Home>

Group Membership

Per the Library’s procedures for committees, working group membership requires the member to have relevant responsibilities and expertise related to the group’s purpose. A copy of these procedures can be found at **UCO-Lib\All-Lib\Staff_Resources\Policies and Procedures**.

For projects with broader implications, feedback will be solicited as needed from a wider representation of library staff, faculty, and/or other campus entities. Generally, the DIWG creates and implements projects and workflows relating to digitizing objects and providing long-term access to both digitized objects and born-digital objects. To facilitate these tasks, the group is comprised of library staff with one or more of the roles or responsibilities described in the following chart:

Systems	Metadata & Cataloging	Archives & Special Collections
<ol style="list-style-type: none"> 1. Department director: Provides technical expertise and leadership, and may represent the Library on outside committees relating to the DIWG’s responsibilities 2. Website administrator: Creates and maintains web pages relating to library’s digital collections 3. Primo administrator: Provides input and expertise on display of digital collections in Central Search 4. Alma administrator: Provides input and expertise on digital collections’ inclusion in Alma 	<ol style="list-style-type: none"> 1. Department manager: Coordinates digital projects, provides metadata expertise and leadership, ensures metadata compliance with systems used to house digital collections, and may represent the Library on outside committees relating to the DIWG’s responsibilities 2. Metadata librarian: Provides metadata expertise, and completes or oversees completion of metadata by student workers 	<ol style="list-style-type: none"> 1. University Archivist: Provides archival expertise and leadership, ensures compliance with archival standards and university and State retention policies, and may represent the Library on outside committees relating to the DIWG’s responsibilities 2. Archives staff: Provides expertise on day-to-day workflows with digital objects as needed

Current Membership, Designations, and Responsibilities

Responsibilities of DIWG Group Members

1. Attend monthly DIWG meetings.
2. Provide expertise-based input to the group.
3. Review submissions and make selection recommendations using established rubrics.
4. Contribute to policy and process development.
5. Participate in digitization projects.

In addition to their group responsibilities, members with these designations are responsible for the following:

DIWG Director

- Provides overall vision for the group and leadership in decision-making.
- Reports DIWG activities as needed in weekly directors’ meetings.

DIWG Chair

- Schedules, writes agendas, and leads DIWG meetings.
- Maintains DIWG documentation on library share drive.
- Communicates the progress of DIWG activities.

DIWG Secretary

- Takes meeting minutes.
- Provides completed meeting minutes with action items for each DIWG member.

SHAREOK Partners Board Representative

- Attends and participates in quarterly partners meetings.
- Submits tickets to OU.

Current Membership

Name	Title	Group Role
Elizabeth Jones	Director, Library Technology & Data Management	DIWG Director SHAREOK Partners Board Rep
Nicole Willard	Assistant Executive Director & University Archivist	DIWG Group Member
Shay Beezley	Manager, Metadata & Cataloging	DIWG Chair SHAREOK Partners Board Rep
Anona Earls	Librarian II, Metadata & Cataloging	DIWG Secretary
Shaye Caban	Web Developer, Primo Administrator	DIWG Group Member
Kirsten Davis	Applications Administrator (Alma)	DIWG Group Member

End of section

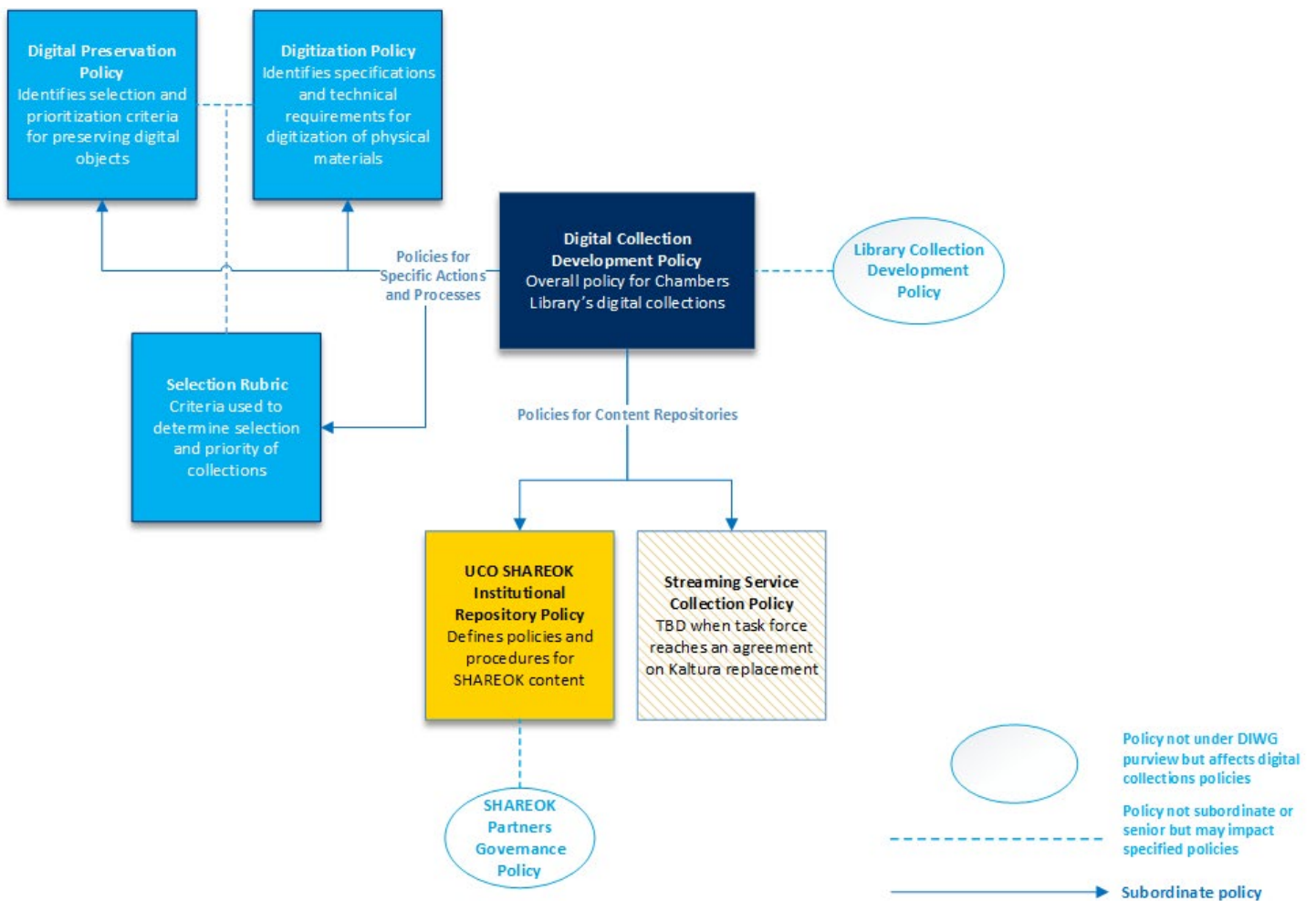
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Library Digital Initiatives Policy Suite Diagram

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Prepared By: Shay Beezley, Beth Jones, Nicole Willard, Anona Earls, Kirsten Davis, Shaye Caban
Approved By: Habib Tabatabai, Beth Jones, Nicole Willard, Carolyn Mahin, Deborah Thompson
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Revision Cycle: Annually in tandem with whichever policies are under review
Last Reviewed: February 2021
Next Revision: February 2022

Purpose

This diagram illustrates the relationships between policies existing in this document, as well as how outside policies may influence this document. A backup copy is located at [UCO-Lib\All-Lib\Committees\Digital Initiatives_Policies in progress\Visio files](#)



End of section

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Digital Collections Development Policy

<i>Document Status:</i>	Approved
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<i>Revision Cycle:</i>	Every 3 years
<i>Last Reviewed:</i>	February 2021
<i>Next Revision:</i>	February 2024

Purpose

Chambers Library provides access to/preservation of digital resources that fulfill the Library's mission of connecting the Central community to dynamic resources that support transformative learning. This policy outlines the scope of the Library's digital collections and describes the process by which the Digital Initiatives Working Group (DIWG) collaboratively selects, preserves, and provides access to these resources.

Scope

The Library's digital collections have the following primary areas of focus:

1. Digitized or born-digital resources that support transformative learning.
2. Scholarly output by the Central community.
3. Special collections or publications relating to the history of the university, Edmond, or Oklahoma and regional interests.
4. Preservation of rare or unique materials.

Additionally, Chambers Library considers its digital collections distinct from commercial electronic resources, databases, and other products purchased with the Library's collections budget. As a result, the development of digital collections does not follow the parameters outlined for the electronic and internet resources in the Library's collection development policy.

Selection

DIWG collaborates to identify, approve, and select resources to be added to the digital collections. Working group members provide initial assessment of resources based on the following criteria:

1. Relevance to Digital Collections Scope
2. Added Research Value
3. Historical Value
4. Uniqueness
5. Demand

If the working group agrees to pursue the resource based on these initial criteria, the following additional criteria then are applied to determine priority for both a time frame for digitizing collections and including digital collections in one of our repositories:

- | | |
|---|--|
| 1. Condition | 5. Existing Digital Access |
| 2. Completeness | 6. Cataloged in Library Service Platform |
| 3. Legal Implications (Copyright, etc.) | 7. File Type* |
| 4. Existing Physical Access | 8. Digitized Condition* |

**Criteria applied for digital objects only*

The rubrics, complete with scale for each criterion, are available at Appendices [III](#) and [IV](#)

Collection Intake

Working group members, library personnel, or other members of the Central community may submit resources for consideration using the Collection Intake Form. The diagram below shows the process that occurs when a collection has been submitted for consideration.

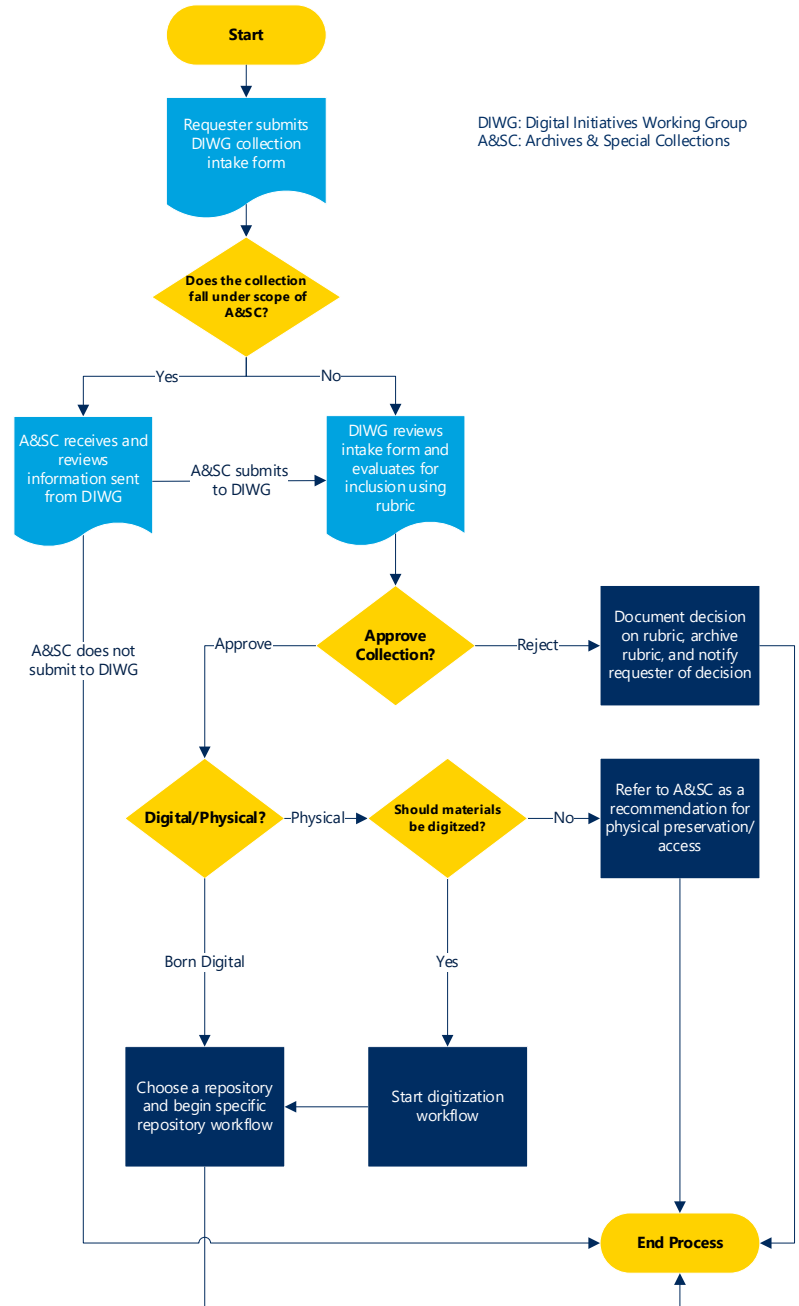
Submission Information

<https://library.uco.edu/diwig/submission>

Collection Intake Form

See [Appendix II](#)

Collection Intake Workflow



Digitization

The following criteria are taken into consideration when evaluating need for digitization:

1. Resource meets the initial assessment criteria (relevance to scope, etc.)
2. Resource is available only in a physical format; may be in poor condition, so digitization ensures access while preserving the physical object.
3. Resource is out of print and not yet being withdrawn from library physical collection.
4. Resource's copyright – see [Copyright](#) for more information.

As of November 2020, a separate policy for the specifications and technical requirements for the digitization of physical materials is in progress.

Preservation

As of November 2020, a separate policy for the preservation of digital objects is in progress. This includes born-digital collections submitted to DIWG and collections digitized via DIWG.

Access

Content Repositories

The Library's digital collections are made available through the following content repositories with restrictions noted.

ArcaSearch (preservation and/or access of specific archival collections)

ArcaSearch is a commercial platform used to preserve and to make searchable important university publications. Access is available to anyone.

Share Drive (preservation of restricted collections)

Files may be stored on UCO-Lib or equivalent with access granted by permission and limited to university employees.

Library Website (preservation and/or access of collections)

The Library's website makes specific collections from Archives & Special Collections available to the general public, but access may be limited or restricted for some resources.

SHAREOK (preservation and/or access of open access collections) – see [collection policy](#)

SHAREOK is an open-access joint institutional repository between Oklahoma academic libraries. SHAREOK is optimized for discovery through major search engines. Access is available to anyone.

Streaming Service (access for restricted or open access collections) – see [collection policy](#)

Some digital resources are housed in Kaltura, the campus' current platform for streaming. A task force for determining a replacement is underway. Access may be limited to members of the Central community for some resources.

A directory of public-facing digital collections is available at <https://library.uco.edu/diwg/collections>

Discovery – *section added January 31, 2022*

The Library makes its digital collections discoverable through the following discovery tools:

Library Service Platform / WorldCat

Digital collections are cataloged at the collection-level (with some exceptions) in the Library Service Platform and WorldCat with full descriptive records and appropriate links.

Google

Collections uploaded to SHAREOK are indexed in Google.



DPLA OkHub

The Library participates in DPLA's OkHub and makes select collections accessible through this platform. Criteria for inclusion in the DPLA OkHub include:

- Special collections relating to the history of Oklahoma
- Unique collections stewarded by UCO relating to the cultural heritage of Oklahoma
- Per DPLA's terms and conditions, special or unique collections that are fully open-access

Embargo

Chambers Library generally discourages embargoing items deposited to its repositories. Common exceptions are listed in an individual repository's collection policy. Any additional exceptions may be granted on a case-by-case basis.

Duplication Across Repositories/Platforms Policy

Master digital files are considered to be the primary resource and are not duplicated across repositories/platforms. They are only considered a master file if they are in the exact original form. Compressed PDFs, zip files, or working derivatives are not considered masters. Duplication exceptions (such as ArcaSearch) may be made due to the cost of obtaining the original files submitted. These collections may be duplicated on SHAREOK or elsewhere for preservation purposes in the event the Library has to migrate to another platform and/or cancel access to the platform. These collections will only be duplicated on one repository/platform.

Copyright

No resources may be added to any of the Library's digital repositories without providing documentation of one of the following:

1. Written permission from the creator(s) (preferred);
2. Written confirmation that resource is in public domain or uses an appropriate Creative Commons license; or
3. Detailed evidence of due diligence made in good faith to identify copyright owner without success.

Due Diligence for Orphan Works

The criterion of providing detailed due diligence will be used judiciously for resources whose creators are unknown and with a preference for unique or rare resources. Responsibility lies with the submitter who will provide documentation of their attempts to identify the creator and justification for why the materials should be deposited in spite of the unknown copyright holder.

Works Produced for or by the University

Archival collections of resources organically created through University of Central Oklahoma's usual course of business are the property of UCO. These resources are tangible evidence of the University's history and activities, including but not limited to: newsletters, course catalogs, meeting minutes, reports, handbooks, etc.

Take-Down Policy

Chambers Library endeavors to ensure all digital resources ingested and made accessible have the appropriate copyright permissions. Individuals or organizations who feel that their copyright may be infringed can email diwg@uco.edu for resolution.

End of section

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Digitization Policy

Document Status: Draft – to be developed in 2021
Prepared By: Shay Beezley, Beth Jones, Nicole Willard, Anona Earls, Kirsten Davis, Shaye Caban
Approved By:
Date Approved:
Revision Cycle: Every 2 years
Last Reviewed:
Next Revision:

Purpose

This policy will define the technical specifications for digitization of resources performed under the purview of the Digital Initiatives Working Group.

Scope

This policy will apply to any resources meeting the criteria outlined in the [Digital Collections Development Policy](#) and identified as needing digitization in the following circumstances:

1. Collection submitted through [DIWG Collection Intake Form](#) - per the [selection rubric](#), priority is given to physical materials that are in poor condition, fragile, damaged, or highly deteriorated as digitization will aid preservation and/or access.
2. Items that are rare or have limited holdings.
3. Out of print items not being withdrawn.

End of section

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Digital Preservation Policy

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Date Approved:
Revision Cycle: Every 2 years
Last Reviewed:
Next Revision:

Purpose

This Digital Preservation Policy will define the priorities of preserving UCO Chambers Library’s digital collections and the methods by which the Library will ensure long-term access to these resources for the Central community and beyond.

Scope

This policy will apply to UCO Chambers Library’s digital collections, whether digitized or born-digital non-commercial resources, that are made available through one or more of the repositories listed at [Access – Content Repositories](#).

End of section

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UCO SHAREOK Institutional Repository Policy

Document Status:	Approved
Prepared By:	Shay Beezley, Beth Jones, Nicole Willard, Anona Earls, Kirsten Davis, Shaye Caban
Approved By:	Habib Tabatabai, Beth Jones, Nicole Willard, Carolyn Mahin, Deborah Thompson
Date Approved:	May 11, 2021
Revision Cycle:	Every 3 years, unless major changes are made to Partners' governance policy
Last Reviewed:	February 2021
Next Revision:	February 2024

Purpose

SHAREOK, UCO's institutional repository, connects Oklahoma and global academic communities to the unique collections and scholarly output from the University of Central Oklahoma. SHAREOK is a cooperative open-access institutional repository between UCO, OU, and OSU Libraries. Chambers Library's Digital Initiatives Working Group maintains the UCO community in SHAREOK and is responsible for evaluating and accepting submissions for inclusion.

Links to the following policies will be added once available.

- SHAREOK Institutional Repository: Partners' Governance Policy Document
- SHAREOK Institutional Repository: Oklahoma State University Policies & Guidelines
- SHAREOK Institutional Repository: University of Oklahoma Policies & Guidelines

Scope

Materials are submitted by UCO-affiliated creators and are of a scholarly, creative, and/or research-related nature. Additionally, accepted submissions will comply with the Library's [Digital Collections Development Policy](#).

UCO-affiliated creators are defined as: faculty, staff, retired faculty or staff, emeritus faculty, graduate students, undergraduate students, academic departments, campus organizations, campus shared governance bodies, etc. The Library accepts all UCO-affiliated submitters' works produced before, during, and after their time at UCO, with a preference given to works unavailable in other repositories.

Access Policy

All items in UCO's SHAREOK community's sub-communities and collections will comply with the overall SHAREOK access policy by having a version of the complete content that is free to all who have access to the Web, with the following exceptions:

- An embargo of a thesis or dissertation.
- Content that is blocked or embargoed (most frequently by publishers) for a time-limited basis up to a maximum of 36-months, with the understanding that access thereafter becomes unlimited.

All content uploaded to SHAREOK receive a permanent URI (Uniform Resource Identifier), which is a unique online address that will never change. Content will be preserved permanently in SHAREOK.

Use and Permissions

Inquiries about permissible uses of material in SHAREOK should be directed to the respective creator(s). SHAREOK administrators do not have the authority to grant permission to use content in SHAREOK.

License Agreement

All submissions to SHAREOK must be accompanied by a signed copy (/copies if multiple creators) of the *Author/Copyright Owner Agreement for Inclusion of Materials in UCO Chambers Library's Online Repositories*. This document can be found at <https://library.uco.edu/diwig/license>

Collection Content

The following describes the characteristics of content appropriate for submission to SHAREOK.

Content	Examples	Contributors
Intellectual output that is educational or research-oriented in nature	Pre- and post-publication papers, technical reports, white papers, theses and dissertations, books and book chapters, lectures and presentations, conference or research fair posters, open educational resources (OER), and datasets	UCO faculty (current or retired), staff, graduate and undergraduate students
Archival value content produced or sponsored by administrative offices, academic units, and student groups	Digital departmental newsletters, administrative reports, compilations of University data, meeting agendas and minutes, and University publications	Archives & Special Collections
Research and/or teaching value	Datasets, electronic books and multimedia, presentations given at UCO events, and digitized research materials	UCO faculty (current or retired), staff, graduate and undergraduate students

File Types

The following file types are accepted for inclusion in UCO's SHAREOK community: **.pdf, .doc; .docx; .ppt; .pptx, .jpeg and .png (recommended for images), .zip files (recommended for video, audio, or research data)**

Although multiple file types are accepted as described above, PDF is strongly recommended whenever possible because the likelihood of their full preservation in the future is much more probable. SHAREOK has limitations in regards to video and audio. Multimedia files cannot be streamed and must be downloaded. Please be advised that anyone who downloads the files may be able to make edits.

Compressed and Original Files

For large files or large groups of files, DIWG will provide a compressed version for ease of access in conjunction with the original files for preservation purposes.

Size

Individual files deposited in SHAREOK should not exceed 5 GB in size. Questions about size limitations should be directed to the Library's Digital Initiatives Working Group at diwg@uco.edu

Confidential Information

Submitting work to SHAREOK requires submitters to attest that the work contains no confidential or proprietary information. Confidential information includes (but is not limited to) data such as a Social Security number, student I.D. number, credit card number, or driver's license number. Proprietary information is information, such as patentable information, that is owned, or may be owned, by someone else.

Depositing Materials to the UCO Community

Deposit Policy

By default, material deposited in SHAREOK will be freely available worldwide via the Web. Requirements for depositing work into SHAREOK include:

- The work must be produced, submitted, or sponsored by UCO affiliates as defined in the scope.
- The work must be education- or research-oriented and otherwise meet the UCO SHAREOK Institutional Repository
- The work must be in digital form.
- The work should be complete and ready for distribution.
- The submission does not contain any confidential information, proprietary information of others, or export controlled information.
- There are no restrictions or required publication delays on the distribution of the submission.
- The information provided about the submission is accurate and meets the core metadata requirements (DIWG members may work with submitters to enhance the metadata for submissions).
- The creator must be willing and able to grant UCO the right to preserve and distribute via a non-exclusive license agreement.
- Where possible, if the work is part of a series, other works in the series should also be contributed so that SHAREOK can make available as full a set as possible.

Deposit Procedures

All UCO submissions are managed and deposited through the Library's Digital Initiatives Working Group.

Establishing a New Collection

Initial requests for new collections to be considered for SHAREOK are made by filling out the [Collection Intake form](#) and sending a completed copy to diwg@uco.edu. DIWG will evaluate the request and contact the submitter with the status of their decision.

Submitting to an Existing Collection

For existing collections that are not static, DIWG will provide a form for submitters to upload their works and provide basic metadata.

Upon creation of a collection that will be continually updated, DIWG will work with the submitter to create a form for uploading new content.

UCO Community Hierarchy

The UCO community is primarily organized by type of creator with three sub-communities for undergraduate, graduate, and faculty/staff submissions. Top-level sub-communities in the UCO sub-community will be limited to these three creator types.

- UCO - Faculty and Staff Works
- UCO - Graduate Works and Theses
- UCO - Undergraduate Works

Top-level collections will primarily represent content created by campus entities, such as the Colleges, Schools, or various on-campus organizations. This list of collections is not comprehensive and is provided as an illustration.

- UCO - Design Annual Archive
- UCO - Dimensions Magazine Archive
- UCO - Herland Voice Newsletter Archive
- UCO - Oklahoma Fashion Museum Collection
- UCO - STLR Initiative Archive
- UCO - Vista Student Newspaper Archive

End of section

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Streaming Service Policy

Document Status: Draft – Not started

The campus plans to phase out Kaltura and implement a new solution. This policy will be developed once the new solution is in place.

Prepared By: Shay Beezley, Beth Jones, Nicole Willard, Anona Earls, Kirsten Davis, Shaye Caban

Approved By:

Date Approved:

Revision Cycle:

Last Reviewed:

Next Revision:

Purpose

This streaming service policy will define the content and priorities of UCO Chambers Library's contributions to the campus streaming service solution.

Scope

This policy will apply to music, audio, or video files that are intended for streaming and are preserved within UCO Chambers Library's digital collections.

End of section

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Appendices

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<i>Revision Cycle:</i>	As needed
<i>Last Reviewed:</i>	December 2020
<i>Next Revision:</i>	As needed

List of Appendices

- [1. Appendix I - Digital Collections List](#)
- [2. Appendix II - Sample Collection Intake Form](#)
- [3. Appendix III - Sample Digital Objects Selection Rubric](#)
- [4. Appendix IV - Sample Physical/non-Digital Objects Selection Rubric](#)

Appendix I - Digital Collections List

Appendix I is a living document of digital collections maintained by UCO Chambers Library staff. It contains the following information about each digital collection:

- Collection Name
- Year Added
- File Type
- Managed by
- Administrative Documentation
- Provenance
- Repository Location
- Share Drive Location
- License Agreement

Appendix I is available at [UCO-Lib\All-Lib\Committees\Digital Initiatives\DIWG Policy Suite\Digital Collections List.xlsx](#)

[\(return to Digital Collections Development Policy\)](#)



Appendix II – Sample Collection Intake Form

Working copies available at [UCO-Lib\All-Lib\Committees\Digital Initiatives\DIWG Policy Suite\](#)

Request for Item or Collection Inclusion in Chambers Library's Digital Collections <i>If you have any questions, please contact the library's Digital Initiatives Working Group at diwg@uco.edu</i>		
<i>Name of item or collection</i>		
<i>Name of creator(s); note that the name(s) can be individuals, institutions, or organizations</i>		
<i>Please select the category that best describes your item(s)</i>		
Scholarly work	University records	Campus publication
Capstone / Project	Other (please describe):	
<i>Which year was your item or collection created? If submitting a collection, what are the earliest and latest years represented?</i>		
<i>If submitting a collection, is your submission a complete set or an incomplete set? Please provide as much info as you feasibly can</i>		
<i>Please provide a general description of the item or collection, and if any, please include information about features that are unique, of high interest, or of research or historical value</i>		
<i>Please select the primary format of your item or collection</i>		
Item(s) exist only as physical object	Items(s) exist only as digital files	Item(s) are available both physically and digitally
<i>Please select one of the following statements that best describes the item's or collection's copyright status</i>		
I am the copyright owner and will grant permission if accepted	I am not the copyright owner but will be able to provide permission from the owner if accepted	Public domain
I and others are the copyright owners and we will grant permissions if accepted	Creative Commons license	I am unsure and would like to discuss options
<i>Please provide the contact information for the primary point person regarding this item or collection</i>		
<i>Name</i>	<i>Email</i>	<i>Office Extension</i>

[\(return to Digital Collections Development Policy\)](#)

Appendix III – Sample Digital Object Selection Rubric

Working copies available at UCO-Lib\All-Lib\Committees\Digital Initiatives\DIWG Policy Suite\

Submission Name: _____
Submission Goal: ____ Access and/or ____ Preservation

Selection Rubric for Digital Object Submissions

Value				
Relevance to Digital Collections Scope	1 = Not relevant	2 = Somewhat relevant	3 = Relevant; explicitly stated in scope	
Added Research Value	1 = Little to no value	2 = Somewhat	3 = Highly	
Historical Value	1 = No historical value	2 = Some historical value; relates to existing collections or Oklahoma	3 = High historical value; significant to the university	
Uniqueness	1 = Not unique	2 = Somewhat unique	3 = Unique or rare	
Demand	1 = Unknown demand	2 = Some demand	3 = Requested by specific entities	
			SUBTOTAL	/15
<i>If value is not highly ranked but the collection proceeds with collection characteristic ranking, put justification in comments section below</i>				
Collection Characteristics				
Digitized Condition	1 = Poor; low-quality scans, e.g. not legible, low resolution	2 = Fair; quality limited by quality of source material; mixed resolution and legibility	3 = Good; high quality scans; all legible; born-digital	
Completeness	1 = Scattered; less than 50%	2 = Incomplete, 50-94%	3 = Complete, 94-100%	
Legal Implications (Copyright, etc.)	1 = Many legal implications; difficult to obtain approval	2 = Some legal implications; may be able to obtain approval	3 = Open access and/or university-owned; approval easy to obtain or already obtained	
Existing Digital Access	1 = Available digitally; easy access for average person	2 = Available digitally; limited access for average person	3 = Available digitally; no access for average person (example lives on local server, with no request process)	
Existing Physical Access	1 = Available in a physical format (paper, multimedia, etc.) currently accessible	2 = Available in a physical format, difficult to access (Microforms, LP, VHS, etc.)	3 = Not available in a physical format	
Cataloged in Alma	1 = Already cataloged; users can access materials	2 = Partially cataloged; Physical but not digital items cataloged	3 = Not cataloged	
File Type	1 = Not accessible; available only in obsolete file type or program	2 = Somewhat accessible; available in uncommon format	3 = Accessible; available in PDF or file easily converted to PDF	
			SUBTOTAL	/21
			TOTAL	/36

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Appendix IV – Sample Physical/non-Digital Selection Rubric

Working copies available at UCO-Lib\All-Lib\Committees\Digital Initiatives\DIWG Policy Suite\

Submission Name: _____
Submission Goal: ____ Access and/or ____ Preservation

Selection Rubric for Physical/non-Digital Object Submissions

Value				
Relevance to Digital Collections Scope	1 = Not relevant	2 = Somewhat relevant	3 = Relevant; explicitly stated in scope	
Added Research Value	1 = Little to no value	2 = Somewhat	3 = Highly	
Historical Value	1 = No historical value	2 = Some historical value; relates to existing collections or Oklahoma	3 = High historical value; significant to the university	
Uniqueness	1 = Not unique	2 = Somewhat unique	3 = Unique or rare	
Demand	1 = Unknown demand	2 = Some demand	3 = Requested by specific entities	
			SUBTOTAL	/15
<i>If value is not highly ranked but the collection proceeds with collection characteristic ranking, put justification in comments section below</i>				
Collection Characteristics				
Physical Condition	1 = Good; minimal deterioration; undamaged	2 = Fair; moderate deterioration; minor damage or cosmetic defects	3 = Poor; very fragile or damaged; high deterioration; digitization will aid preservation	
Completeness	1 = Scattered; less than 50%	2 = Incomplete, 50-94%	3 = Complete, 94-100%	
Legal Implications (Copyright, etc.)	1 = Many legal implications; difficult to obtain approval	2 = Some legal implications; may be able to obtain approval	3 = Open access and/or university-owned; approval easy to obtain or already obtained	
Existing Physical Access	1 = Available physically; easy access for average person	2 = Available physically; limited access for average person	3 = Available physically; no access for average person	
Existing Digital Access	1 = Available digitally with patron access	2 = Available digitally; difficult to access (local server or files on flash drive, CD-ROM, etc.)	3 = No other formats	
Cataloged in Alma	1 = Already cataloged; users can access materials	2 = Partially cataloged; Physical but not digital items cataloged	3 = Not cataloged	
			SUBTOTAL	/21
			TOTAL	/36

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