Digital Production Lab Policy and Procedures

Mission
The mission of Digital Production Lab is the digitization and conservation of historical materials owned and maintained by the Xavier University Archives and Special Collections, ensuring Long-Term Digital Preservation and Virtual Accessibility.

Vision
The Digital Production Lab, under the leadership of the Digital Preservation Librarian, and in conjunction with the Xavier University Archives & Special Collections, will digitize, preserve, and disseminate University Archives collections, encouraging accessibility and promoting research and discovery, while ensuring the long-term conservation of University Collections. With the creation of digital copies of University materials, the library will utilize historical imagery to promote its own collections as well as the history of the University, through its digital archives.

Xavier University Library Digital Production Team
The Digital Production Lab will be operated and maintained by members of the Xavier University Library Digital Production Team and will be made up of the subsequent members:
- Digital Preservation Librarian
- Library Associate Archivist
- Library Digital & Technology Assistant
- Any Explicitly Defined Staff, Associates, Student Assistants, and Interns

Goals
- Digitize, disseminate, promote, and preserve Xavier University historical collections for the conservancy of Louisiana history and culture
- Establish standards and best practices that will assure creation of and the acquisition of high quality digital content
- Increase awareness of the significant historical holdings of Xavier University Archives & Special Collections through the digital conversion of collections.
- Implement 21st century technologies that are sustainable, scalable, and compatible with the library’s technology infrastructure, and interoperable with national and international digital library initiatives.
Audience
- The Digital Production Lab will provide open access to all digitally converted collections in order to serve the primary audience of Xavier students, faculty, staff, and alumni.
- The secondary audience includes scholars and historians, and all those with an interest in, and thirst for, the knowledge contained in the information in these collections.

Conversion and Digitization
Digitization activities undertaken by the Digital Production Lab will likely fall into one of three categories:

- Ongoing digitization of entire collections or large portions of collections. Ongoing digitization is done by either Xavier Archives & Special Collections staff or can be outsourced on occasion to vendors. These projects are generally not subject to specific deadlines.
- Specially-funded digitization projects made possible through grants or gifts. These may involve additional short-term staff and will likely be subject to specific deadlines and special project parameters.
- Digitization based on user requests of materials that are unique or rare, fit the selection criteria, and receive regular use. This includes material requested by researchers in the Archives, by faculty for teaching purposes, and by users through Interlibrary Loan. Although single-purpose digitization is necessary, it is not the focus of our digital collection development, and these materials will be evaluated according to the same criteria as other digitization projects.

Digital Preservation Strategies
Xavier Archives and Special Collections and the Digital Production Team will assess all resources as they are digitized or acquired and determine a preservation strategy for the resource. Some resources may be of an ephemeral nature and only back-ups will be made. Other materials such as born digital collections, collections that are fragile, or collections that Xavier Archives and Special Collections is legally required to provide long term access to will be identified for a digital preservation program.

Digital preservation combines policies, strategies and actions to ensure access to reformatted and born digital content regardless of the challenges of media failure and technological change. The goal of digital preservation is the accurate rendering of authenticated content over time.

Digital preservation policies document an organization’s commitment to preserve digital content for future use; specify formats to be preserved and the level of preservation to be provided; and ensure compliance with standards and best practices for responsible stewardship of digital information.
Digital preservation strategies and actions address content creation, integrity, and maintenance.

- Digitize at an appropriate level of quality to avoid re-digitizing and re-handling of the originals.
- Digitize an original or first generation (i.e., negative, rather than print of copy negative) of the source material if possible to achieve the best quality digital resource possible.
- Create and store two masters, one that serves as the archival copy and one that can be used as a Service master to create derivative copies.
- Create checksums for Master files upon ingest into the digital collection – this includes born digital materials that are accessioned into the collection.
- Use system components that offer the greatest flexibility and interoperability whenever possible.
- Use file formats and compression techniques that conform to standards adopted by Archives and the cultural heritage community.
- Create backup copies of all files and store backups on servers; have at least one additional copy stored off-site, as part of the backup strategy.
- Create meaningful metadata for digital objects or collections.
- Monitor data quality/integrity by generating checksums and running fixity checks on a regular basis, at least annually.
- Store digital files in an appropriate environment.
- Document a technology migration strategy for transferring data across generations of technology.
- Plan for future technological developments.

**Limitations**

Materials that meet digitization criteria will not be digitized if they:

- Cannot be shared without violating copyright law (see above for details)
- Are duplicative of materials digitized elsewhere, so long as the existing digital object follows the characteristics of good digital objects and is broadly accessible
- Do not comprise a complete work (e.g., a single page from a book)

**Digital Production Lab – Standards and Restrictions**

The Digital Production Lab, located in Room 407A of the Xavier Library Resource Center, will be utilized as the main workroom for a number of digital initiatives, including, but not limited to, the ongoing digitization of tape based media (Beta, VHS, Umatic, reel to reel, cassette, etc.) and rare/archival documents (manuscripts, photographs, yearbooks, reports, etc.). Workstations will be established to produce object metadata, custom branding, mass duplication of media, and promotional materials.

File Formats to be Converted Include, but are not Limited to:

- Photographs
- Manuscripts
- DVD
- VHS
The Digital Production Lab strictly limits the digitization of materials to only those Collections held in and by the Xavier University Archives and Special Collections. The digitization of private collections owned by University faculty and staff, researchers, or outside members of the community, even for use within Xavier University campus and/or classrooms, is strictly prohibited.

Materials that meet digitization criteria will Not be digitized if they:

- Cannot be shared without violating copyright law (see above for details)
- Are duplicative of materials digitized elsewhere, so long as the existing digital object follows the characteristics of good digital objects and is broadly accessible
- Do not comprise a complete work (e.g., a single page from a book)
- Are not owned, stored, and copyright held by Xavier University Archives and Special Collections

The Digital Production Lab will only be accessible to the Digital Production Team for use in digitizing specified University Collections, and will not be made available for faculty or staff use.

**Digitization Selection Factors**

Although the following criteria refer to selecting content for digitalization, the same factors will be applied when selecting born-digital materials. Because Xavier Archives and Special Collections does not have oversight for the creation of born-digital materials, greater attention will also need to be paid to evaluation of their technical characteristics and other factors related to Xavier Archives and Special Collection’s ability to preserve those materials digitally.

Prior to digitization, consideration will be given as to whether the Archives and Special Collections has the ability to assure long term access and maintenance to the digital resource. The Archives will consider, once it has digitized the object, whether it can, in good, faith, maintain the digital resource for future users, mitigate the digital object to new formats, assure the readability, assure future viewing, and/or assure the ability to listen the resource.

Those items deemed to have the greatest need for preservation and safe-keeping will be given priority over more stable documents.

The following will be taken into consideration:

- **Usage level** – materials with high historical value will be given priority for digitization. Staff will consider past usage as a predictor of demand for the digital resource for both improved access and protection from further deterioration.
- **Rights management** – copyright and other intellectual property rights will be reviewed prior to acquisition, creation of digital objects, or reformatting/digitization.
• Physical condition of the original – a visual inspection will be undertaken prior to digitization to assure that no further damage will result to the item during the digitization process.
• Advances the mission – Priority will be given to materials that advance the mission of the Archives.
• Special events – From time to time special events, anniversaries, or events that relate to collections held at Xavier Archives, may generate particular interest in certain materials. Those materials may then receive temporary higher priority for digitization.
• Audience – Materials that serve the primary audience identified in this document will receive priority for digitization.
• Technological issues – The archives will work with vendors to make certain that the appropriate technology is available to create, disseminate, and preserve the digital object, assuring no damage to the digital objects occurs during the digitization process, while creating a high quality digital resource.
• Funding stream identified – Identification of funds available for collection digitization will increase the likelihood that materials will be digitized. Grants and special initiatives of the Archives may necessitate special consideration for digitization of parts of, or entire, collections. Condition of the collection, rights management, preservation of the original and the digital object, as well as technical considerations, will also be considered in meeting these requests.
• Relationship to Other Collections - Materials that build on existing digital collections, whether at Xavier University Archives and Special Collections or elsewhere, can improve research in a specific subject area and increase the research value of the materials themselves. Potential for collaborative collection building is an important factor to consider.
• Research and collection uniqueness – materials of significance and the Archives and Special Collections is the sole holder of the resource.

Additionally, photographs are greatly enhanced by digitization because they can be viewed at once as an overall collection via the digital website. Viewing in physical form increases the risk of damage or lose of the photographs.

Copyright Status
Materials considered for digitization in the Digital Production Lab will fall into one of the following categories:

• Materials for which Xavier University holds the copyright
• Materials for which Xavier Archives and Special Collections has obtained permission to digitize and provide unrestricted access

As part of the selection and acquisition process, the Archives will undertake a review determining rights associated with the resource. Only objects whose intellectual property rights are held by the University Archives, or which the Archives have explicit permission to use from the copyright holder, will be added to a digital collection.
Before a project is started, a review of the copyright restrictions will be undertaken. Utilizing the Digital Collection Plan, appropriate staff will need to be identified to verify rights associated with each collection. Resources that are in the public domain, or whose rights the Archives’ has procured, can be digitized without further review. If staff is uncertain of the copyright status, legal counsel should be consulted.

The Archives must work with the creator of the material to gain appropriate intellectual property rights for the Library and the Archives. These rights may include copyright, digital preservation rights, licensing, etc. These rights will depend on the specifics of the project. The rights issues should be detailed prior to approval of the project. For collections already under Archives management, a review of the Deed of Gift and other associated documentation should be undertaken. As required, Special Collections will contact the owner or their heirs to gain rights.

The creator of the digital content is responsible for clearing all rights prior to depositing the material in the Archives and Special Collections. The Archives and Special Collections have prepared a Deed of Gift template that will include an affirmation of this act.

**User Responsibility**

A clear statement concerning use of digital resources will be available to users of the Digital Collection. The users will be informed of:

- Their rights to view and use the information and resources in the collection.
- Statement crediting the Xavier University of Louisiana Archives and Special Collections for all uses of digital resources.
- Restrictions on use.
- How to obtain permission when use is restricted.
- How to cite the resource for allowable use.

In some instances the use of portions of resources may fall under Fair Use Guidelines. For any project that may involve copyright issues, legal counsel should be consulted.