

# Wead Library Digitization Policy

Approved 5/15/23

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## **1. Introduction**

### 1.1. Goal

The goal of the Wead Library's digitization projects is to preserve the records of interests to our patrons. We also have the goal of maintaining the digital records, and ensuring that our audience is able to access these records with relative ease. The Wead Library will create digital versions of content with the intention that such content be made available to the general public via the internet without the mediation of membership in the library or being on the library's premises. For purposes of this policy, such content is called "Institutionally-Generated Digital Unmediated Content" or for short, " Unmediated Content".

### 1.2. Statement of Purpose

Digitization is the process of converting a record to a digital format. Converting materials from a physical item to a digital format helps to prevent further damage to the original formats and allows for greater access to the records to the public. The purpose of this policy is to ensure the Wead Library's creation of digital content is consistent with the Library's mission, values, and ethics.

### 1.3. Digital Code of Ethics

The Wead Library recognizes that due to the broad, direct access it can provide, the impact of Unmediated Content can be different from the impact of library collection content accessed by borrowing on-site access at the library. Therefore, the following values and principles will shape the creation of such Unmediated Content:

- Expand access and usage opportunities for users and potential users.
- Develop and follow professional standards.
- Devise environmentally sustainable techniques for preserving collections and serving the Malone Community.
- Create mentorship opportunities for library school students, new professionals, and any individual in the library science field who seeks to enrich their work experience.

#### 1.4. Objectives

##### 1.4.1. Preservation

The Wead Library seeks to preserve valuable records and collections by creating digital copies. With the creation of digital items, the Library plans to retire the physical copies in an effort to preserve them. The Library will seek out an appropriate storage solution for the physical records that will extend the life of the original items.

##### 1.4.2. Access

Digitization of valuable and rare items provides enhanced access to records that are unavailable by any other means. The current physical records greatly limit the ease of use of library patrons. The Library also seeks to provide searchable digitized materials to the public which would enhance the ability for all patrons to access the items without barriers. Any materials allowed under copyright law will be accessible online through New York Heritage and/ or NYS Historic Newspapers. This will expand access to our homebound patrons and internet users with ties to Malone and Franklin County at large.

## 1.5. Audience

The Library digitization project is intended to serve our local patrons and community members. Additionally, the project will benefit residents of NY State or anyone with ties to the community.

## 2. Digital Plan and Management

### 2.2. Selection Process

Materials to be considered under this policy will include materials maintained by the Library such as newspapers, yearbooks, and other materials relating to the Malone community.

There are some items that have been stored by the Library that are so fragile that they cannot easily be digitized.

Some examples of materials that may be excluded from digitization are:

- Paper that is acidic, fragile, brittle, torn, missing pieces, sticky or stuck to something.
- Books with severe deterioration, or missing pages.
- Materials that have been severely vandalized or have unauthorized censoring or editing.
- Materials already made available digitally by outside institutions.

### 2.3. Digitization Standards

Ease of use is a top priority; searchable PDFs will be made available whenever possible. When copyright allows, digitized materials will be made accessible online.

### **3. Removal Policy**

Collections or items within a collection may be removed from the internet if one or more of the following conditions apply:

- Proven violation of copyright laws.
- Collection has changed such that it no longer adheres to the mission, guiding principles, collection management criteria, or standards stated in this policy.

The Wead Library Director or Designee will have the final decision on removal of collections or items within a collection.

#### **3.1. Requesting the Removal of Content**

The Wead Library will promptly respond to requests from copyright owners regarding infringing content.

If you are concerned that you have found material made available by the Wead Library for which permission has not been granted (or that is not covered by a copyright exception under US copyright law), you may request the removal of the material from our site by submitting a notice to the Director or Designee ([admin@weadlibrary.com](mailto:admin@weadlibrary.com)) with the following information:

1. Your contact information: address, phone number, and email address
2. Identification of the original work(s) you're claiming has been infringed upon

3. The full URL where you found the material.
4. Proof that you are the rights holder and a statement that you are the rights holder or are an authorized representative.
5. Any other pertinent information you would like to share.

The Wead Library will review your request and respond within 10 business days. If you are unsatisfied with the Director or designee's decision, you may appeal the decision following the Patron Complaint Policy and Patron Complaint Form.

#### **4. References**

- <https://www2.archivists.org/statements/saa-core-values-statement-and-code-of-ethics>
- [https://www.wnylrc.org/ask-the-lawyer/raqs/178#\\_ftn10](https://www.wnylrc.org/ask-the-lawyer/raqs/178#_ftn10)