

LDC COLLECTION POLICY WORKING GROUP
LDC/LDL Collection Policy Draft

About:

The Louisiana Digital Consortium (LDC) is a partnership of Louisiana libraries, museums, archives, and cultural heritage institutions working together to expand and enhance access to the state's historical and cultural resources through a variety of digital initiatives.

The Louisiana Digital Library (LDL) (www.louisianadigitallibrary.org) is a program of the LDC. The LDL is an online portal to digital materials documenting Louisiana's history, culture, places, and people. Participating institutions utilize a digital collection management program (currently CONTENTdm) to: upload and store their digital files; create and store metadata records describing the content; and organize and maintain their collection(s).

Participation:

Participation in the LDL is contingent upon membership in the LDC. Refer to the LDC membership policy for further information. [\(Insert link to membership document here.\)](#)

Collection development criteria:

Collections and materials selected for digitization should represent the history, culture, people, and places of Louisiana. Collections and materials that do not pertain to Louisiana may also be included if they represent special, unique, and/or rare holdings of a contributing institution. Materials should be in public domain or permission to digitize and publish online must have been granted. Access to collections can be restricted and secured based on IP address if needed. A variety of materials can be digitized such as books, manuscripts, letters, diaries, scrapbooks, photographs, maps, art, artifacts, and recorded works. Collections may be comprised of images, video, audio, and/or other files types supported by the digital library software. See the [LDC/LDL Metadata and Scanning Standards](#) for more information.

Accuracy:

Responsibility for accuracy of digital content and metadata rests with the contributing institution. Any corrections and/or complaints will be forwarded to the contributing institution for resolution.

Copyright:

Participants are responsible for ensuring copyright and permissions for their own collections. The LDC/LDL is not liable for infringement of copyright laws by contributing members or by users. Any proven violation of copyright laws may result in content removal from the LDL.

Ownership:

Ownership of the digital content remains with the institution or copyright holder; the LDC/LDL does not claim ownership of the content in the digital collections. However, per the LDC Bylaws Article III, Section 3, B3, members leaving the LDC/LDL may not withdraw publically published collections from the LDL.

Technical considerations:

Members are responsible for procuring and maintaining scanning equipment, storage for archival files, and any hardware or software necessary for the digitization of collections. Digitized materials and metadata should follow current best practices and standards, be optimized for web performance, and conform to standards established by the LDC/LDL.

The LDL currently utilizes OCLC's CONTENTdm Digital Collection Management Software hosted by OCLC. Participating institutions are responsible for their own digitization and upload of content into CONTENTdm.

Other digital collection management resources will be evaluated by the LDC/LDL as needed.

Refer to the [LDC/LDL Metadata and Scanning Best Practices Manual](#) for more information.

Policy review:

This policy will be reviewed and evaluated by the LDC/LDL on an annual basis or as needed.

Submitted, 9/12/2014

Revised per LDC Executive Board, 9/29/14