



Huntsville Public Library

Digitization Policy

Policy Number: 17-53

Policy Approval Date: Dec 28th 2021

Policy Review Date: Dec 2025

Purpose of the Policy

The purpose of the Digitization Policy is to outline the directions Huntsville Public Library takes to ensure the digitization of our Local History and Genealogy collection. The Library aims to enhance access, increase visibility and long term use of this collection through digitization.

HPL's goal is to develop and maintain a collection of published and unpublished information resources to ensure they remain available for current and future use. HPL recognizes digitization is an important step in increasing access and responding to expectations of an increasingly digital world.

Definitions

HPL: Huntsville Public Library

Digitization: the conversion of text, pictures, or sound into digital form that can be processed by a computer

Metadata: describes other data. It provides information about a certain item's content. For example, an image may include metadata that describes how large the picture is, the colour depth, the image resolution, when the image was created, and other data.

Born Digital: refers to materials that originate in a digital form. Other terms that might be encountered as synonymous include "natively digital", "digital-first", and "digital-exclusive."

Digital Surrogates: is used to refer to a digital reproduction of a material object, such as a painting or a sculpture. The Reproduction, often a digital photograph, serves as a surrogate for the material object in the cultural institution's collection.

Scope

This statement applies to the Muskoka Room Local History and Genealogy collections. Commercially produced electronic and internal digital resources are excluded from this statement.

Objectives

The Library will:

- Establish selection criteria and priorities for digitizing HPL resources.
- Implement technical best practices and standards for capturing and using digital assets.
- Work with the IT department to ensure adequate storage and file management so that no single point of failure can result in data loss.
- Support the development of reliable and consistent digital resources.
- Preserve and provide continued access to digital collections.
- Maintain access to meaningful digital content that is a representation of the local community.
- Understand that metadata is fundamental to preserving the Library's digital collections. HPL will record metadata about each digital object and allocate unique identifiers as outlined in the VITA toolkit to manage and preserve digital content over time.

What we digitize

- Huntsville Forester Newspaper full text from 1895-Present
- Newspaper Clippings
- Vertical Files that are not digitized elsewhere or available online
- Digital surrogates (no born digital files)
- Photograph and Historical Images
- Historical documents – postcards, letters, drawings, maps, etc.
- Recorded Oral Histories

Copyright Statement

The copyright statement is set to the default copyright statement in the VITA toolkit. "Copyright status unknown. Responsibility for determining the copyright status and any use rests exclusively with the user."

If the copyright status of an object is clearly defined, then the copyright statement will be set using one of VITA's Creative Commons License statements.

Digitization Standards

HPL reserves the right to determine digitization on a case-by-case basis. All efforts will be made to use current technology to digitize materials. The minimum standard of 300dpi shall be used for digitizing printed material such as books, pamphlets, letters, and documents. The minimum standard of 600dpi shall be used for digitizing photographic prints, negatives and maps.

Related Documents

Local History and Genealogy Policy

Materials Selection Policy

Donation Form

Technology @ HPL Policy

Intellectual Freedom Policy

Information Services Policy