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Digital Collections Master Plan - 2010

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Digital Collections Master Plan – 2010

DeWitt Wallace Library
Macalester College

Introduction

Macalester College's Digital Collections provide the Macalester community and the world with rich resources for rigorous scholarship and opportunities to discover and engage with the college. The Digital Collections, which include text, image, sound, and video resources, open access to and preserve materials produced by and for the college.

This document provides a strategic focus for developing our projects and sets our digital collection priorities.

Background

We formally began creating and managing digital collections in the spring of 2005. At that time our focus was on creating a digital institutional repository providing access to the scholarly output of our community. Since then we have also launched a library of digital objects. Our current digital collections: <http://www.macalester.edu/library/scholcom/digital.html>

Primary Focus

Macalester's digital collection efforts exist to meet three primary goals:

- 1) To provide widely accessible resources for scholarship and teaching.
 - provide broad access to student and faculty scholarship and publications
 - increase institutional visibility to colleagues, prospective students, alumni
 - demonstrate depth and breadth of student research projects
 - enhance and support faculty and student collaborative research
 - employ state-of-the-art systems for search and retrieval of digital collections
- 2) To contribute to and enhance scholarly communication and open access publishing models.
 - support international efforts for electronic publishing, scholarly communication, and creative expression
 - mentor our community in understanding and participating in the new publishing environment
 - demonstrate how scholarship is being transformed by digital content
- 3) To preserve Macalester's intellectual, social and historical life.
 - ensure ongoing access to important materials that exist in digital format only
 - provide long-term access to student and faculty publications
 - convert existing files into updated formats for accessibility
 - preserve audio/video digital materials that capture key moments of Macalester history
 - protect institutional information

Collection Priorities

In addition to achieving broad goals for our digital collections, we have outlined priorities for the kinds of materials we collect and make available via our digital collection systems:

Faculty scholarship

- Faculty papers, publications, and projects in all digital formats
- Personal research pages highlighting faculty and staff publications and research interests
- Featured lectures
- Digital materials for use in classroom teaching

Student scholarship

- Selected, recognized student papers, publications, and projects
- Student honors papers and projects
- Peer-reviewed student publications
- Award-winning student papers and projects

Campus documents

- Faculty talks, recorded special events, and outside speakers
- Selected college publications and strategic documents
- Materials that contribute to preserving the history of the college

Content Providers

Any Macalester academic department, center, institute, or program is eligible to suggest projects or materials for the Library's digital collections. Other groups that do not fall under this definition will be considered on a case-by-case basis. The content producer retains the copyright to his/her works, but the content, once deposited becomes the property of Macalester College for long term access.

Contributors Rights and Responsibilities

All contributors must sign a permission agreement prior to assets being included in our digital collections. Copyright information will be posted appropriately. Questions regarding copyright issues will be handled by the Library and should be addressed prior to publishing the content in Macalester's digital archives. Documentation of copyright permission will be maintained by the Library.

Projects with special formats (i.e. music compositions, art works, media, etc.) will require special consideration on a case by case basis as to feasibility for inclusion. Some materials may only be available for on-campus use, but these instances should be exceptions, not the norm. In order to support open access, all efforts will be made to make materials freely accessible to the outside scholarly community.

Management and Editorial Board

The Library's Digital Assets Management steering committee oversees all digital collections and projects. In addition, questions regarding our Institutional Repository collections/open access publishing archive are brought to the Campus Scholarly Publishing Advisory Committee.

Questions regarding our Macalester Digital Collections Library are brought to the Library and Media Services Advisory Committee. Questions regarding copyright are brought to the Library and Media Services Copyright Committee.

Contact Information

For questions regarding this document or Macalester's DeWitt Wallace Library digital collections contact:

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