Macalester College
DigitalCommons@Macalester College

DeWitt Wallace Library Reports   DeWitt Wallace Library

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Digital Collections Master Plan: Content, Systems, Access and Comprehensive Management Framework

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Introduction

Efforts to develop an institutional repository for the purposes of managing digital collections were begun in Spring 2005. These efforts were coordinated by a group of staff from the library, media services, and computing services and chaired by the Library Director. This steering committee is named the Digital Assets Management group. The DeWitt Wallace Library is coordinating the efforts to develop this service as part of our strategic focus to function as a gateway and comprehensive digital information center in support of research and instruction.

Our efforts to develop an institutional repository have included evaluating commercial products, identifying priorities for collection development, and implementing the DigitalCommons@Macalester. For the academic year of 2005-06 we focused on text materials produced by students, but we have also explored managing audio files. The purposes of this document is to outline our proposed policies for collecting digital content that is produced by Macalester College and identifying policies and procedures for further development and ongoing management of digital content produced by students, faculty, and staff at Macalester College. The purpose for our institutional repository is threefold: Preservation, participation in the new open access publishing model, and ultimately to provide new tools for scholarship and teaching. The purposes are outlined as follows:

Preservation

- build and preserve "the record" in new formats
- ensure ongoing access to faculty publications that exist in digital format only
- provide access to student publications that are in demand, but currently accessible only through interlibrary loan
- ensure long term access and archiving using new technologies to store institutional information in a format that makes it easily accessible for our community, as well as the larger research community
- preserve strategic institutional documents that exist in digital format only
- preserve audio/video digital materials that capture key moments of Macalester history
- protect institutional investments
- long term preservation of faculty journal articles
- collect faculty publications through use of pre-print and post-print publications – 90% of journals now allow self-archiving

New Open Access Publishing Model

- bring faculty publications together in one place
- increase institutional visibility to colleagues, prospective students, alumni
- connect Macalester faculty publications database to actual publications http://www2.macalester.edu/facultypubs/
- increase Macalester visibility as well as improve outside access to Macalester publications
- Google/Google Scholar and the ISI citation indexes will identify works held in institutional repositories (currently over 3,780 references appear when searching for "Macalester" in the Google Scholar [effective June 2, 2006])
- faculty will be able to provide URLs to works without sending out copies or email attachments
- support electronic publishing, scholarly communication, and creative expression

Support scholarship and teaching using new tools and techniques

- help students understand the new publishing environment

- demonstrate how scholarship is being transformed by digital content – (example is AHR, "The Differences Slavery Made" http://www.vcdh.virginia.edu/xml_docs/ahr/article.html)
- provide improved access to resources for Moodle (CMS)
- showcase student publications as well as faculty publications
- provide access to Honors publications
- demonstrate depth and breadth of student research projects
- share innovation and information
- enhance faculty and student collaborative research
- enhance the library's existing collections by integrating campus digital content
- facilitate partnerships among faculty, students, and staff who are interested in producing work to be shared
- increase visibility for Macalester produced scholarship and publications
- provide a single point of access for digital images for use in classroom teaching

The following document is intended to provide a policy on materials that will be collected and made available in our institutional repository. In addition to our collection development statement, we will have a document for procedures in terms of staff responsibilities in managing the content and organizing the materials for access. This document will continue to be modified over time as our collections grow and new formats are considered for inclusion.

Collection Development

Our institutional repository is currently residing in the commercial product managed by ProQuest. Entitled, DigitalCommons@Macalester , it currently offers electronic access via the Web to original works by student authors.

Collection Priorities

Priority 1:
Original Scholarly material by students
Honors papers and projects
Externally recognized and celebrated scholarship
Peer-reviewed student publications, i.e. Macalester Journal of Philosophy

Priority 2: Campus produced documents.
Audio files of faculty talks, recorded special events, and outside speakers
Strategic college documents
Materials that contribute to preserving the history of the college
College publications
Digital Media materials

Long term priorities:
Faculty publications
Co-authored research by faculty and students for those materials approved for post-print
        repositories
Faculty and/or student poster projects and poster sessions
Transcripts for lectures including Mitau, International Roundtable, etc.
Personal research pages for faculty, staff
Digital images that are available for use in classroom teaching

Content Providers

Any Macalester academic department, center, institute, or program is eligible to participate in the institutional repository. 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 the purposes of managing and/or deleting materials in the repository.

Contributors Rights and Responsibilities

All contributors must sign a permission agreement prior to assets being included in the repository. Copyright information will be posted on pages within the institutional repository. Questions regarding copyright issues will be handled by the Library and should be handled prior to uploading digital content. Documentation of copyright permission will be maintained by the Library. Permission forms are available from 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 posting in the institutional repository.

Some materials made be made available for on-campus use only, 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.

Editorial Board

An Editorial Board consisting of faculty, members of the Digital Assets Management steering committee, and individuals appointed by the Provost will be formed in the Fall of 2006. Faculty members will be asked to serve for two years. The purposes of the Editorial Board will be to review requests for new journal publications, to identify and/or resolve issues related to preserving college content, and to serve as an advisory group for ongoing development of the institutional repository.

Contact Information

For questions regarding this policy or DigitalCommons@Macalester, please contact:

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