

# Collections Digitisation Policy

## 1 Purpose

Digitisation is a key part of the activities of Museums & Special Collections as a means of increasing access to collections and making them more available for a worldwide audience. This policy outlines the approach and principles of digitisation of material from Museums and Special Collection to:

- Improve access to collections for a worldwide audience and raise awareness of content.
- Provide material for research, internal & external publication, lectures, exhibitions, events and learning resources.
- Assist with preservation by providing high quality digital surrogates of material of exceptional fragility, rarity or in high demand.

## 2 Scope

This policy covers the digitisation of material in the care of Museums and Special Collections.

Digitisation of material in the collections will be undertaken by trained staff from Museums and Special Collections or by an appropriately trained outsourced service.

## 3 Conditions

### 3.1 Licensing

Items that are digitised by Museums and Special Collections are licensed under a Creative Commons By Attribution Licence (CC BY 4.0). There may be certain collections which have different licensing or be under copyright. In the case of these items, this will be made clearly visible in any metadata/description that is present with the image.

### 3.2 Conservation

A request for digitisation or photography for research purposes may be declined if it would result in damage to the material requested. In such cases, conservation treatment will be considered that would enable digitisation.

## 4 Digitisation procedures

### 4.1 Digitisation by researchers (self-copying)

Self-copying is encouraged, and researchers are expected to take images of material for their own private use wherever possible. Researchers are not permitted to use any photographic equipment which may harm or otherwise damage the collections. If the researcher does not have a device suitable for self-copying, a device can be made available so that they can take images.

### 4.2 Small-scale digitisation by staff (staff-copying)

If self-copying is not possible because researchers are unable to visit Aberdeen, or the material requires special handling, the staff of Museums & Special Collections may make small quantities of images (normally up to 5 images) available at no charge. This service generally excludes the copying of complete items, such as a whole book, or material which is digitally available elsewhere.

### 4.3 Specialist Digitisation

A charge will apply for the digitisation of larger quantities of material, that requires high resolution images or that involves specialist imaging techniques. Charges will be published on the Museums & Special Collections web pages. Requests for this service should be made using the appropriate form. Items that are fully digitised will normally be added to the digital repository under a CC BY licence to facilitate access by a growing global audience of users.

## 5 Management of digital resources

Material will only be reproduced once unless the existing master files do not meet modern standards or is insufficient for outsize prints. Digitisation is carried out in line with the Federal Agencies Digital Guidelines Initiative (FADGI) standards and best practices. There will be no manipulation of the digital masters and digital surrogates will represent the original item as closely as possible.

### 5.1 Metadata

Technical metadata is included alongside the master files. Descriptive metadata and rights information will be added using Dublin Core metadata, as it is format unbiased, so can be applied to a wide range of materials.

### 5.2 Storage

Master digital files are saved in uncompressed open formats (TIFF, WAV, etc.) in a managed file storage system. Access copies may be created in lossy formats for use in presentations and for the ease of general browsing. All master files are stored on a secured access network drive which is backed up every night.

### 5.3 Provision of material

All digitised material is provided under a CC BY 4.0 licence which allows users to share and adapt the material if appropriate credit is given. More details on licensing are available on the Museums & Special Collections website. Image supply will normally use the ZendTo service. Newly digitised material is routinely added to the University's digital asset management system.

## 6 Responsibility, evaluation, and review

This policy will be reviewed annually.

## Appendix – Charging schedule

There are no charges for the use of digital images of items in which the University has copyright, as these are licensed under a Creative Commons By Attribution 4.0 licence. Material will normally only be copied if it is unique and is not held elsewhere.

### 7.1 Standard Imaging

These charges apply to new photography or photography done at higher resolution than what is publicly available via our online portals.

1 image per item:	£20 per image
More than 1 image per item:	£20 + £5 per image.
more than 50 images:	Per Quote

### 7.2 Other media

Digitisation of other media (e.g. cassette based tapes, reel to reel, vinyl, VHS tapes, DVDs, etc.) and techniques such as infrared, and photogrammetry will be charged per quote.