

# Christchurch City Libraries Digitisation Policy

## Contents

Christchurch City Libraries Digitisation Policy .....	1
Statement of objectives .....	1
Collection / content .....	1
Collection goals .....	2
Preservation.....	2
Preservation goals .....	2
Access .....	2
Access goals .....	3
Rights.....	3
Content Digitisation plan.....	3
Relevant policies and strategies:.....	3

## Statement of objectives

The Digitisation policy supports:

- Christchurch City Libraries' vision : Connecting people, Inspiring discovery, Enriching communities
- [Our Heritage, Our Taonga - Heritage Strategy 2019](#) - Whāinga Goal 1: Our Heritage, Our Taonga is accessible to all and shared and celebrated, and in particular will support the action (g) Promote Christchurch City Libraries' repository for digital archives, and its capacity for community contributions.
- The citizen focused principles of the CCC Organisational Digital Strategy in particular the goal: To preserve and transfer heritage across generations.

Digitising from the Christchurch City Libraries archives and research collections provides a greater level of access to items and collections that have limited site specific access. Digitisation will highlight hidden items and collections in the archives and research collection, and create greater awareness of unique, scarce and fragile collections held by Christchurch City Libraries.

### Collection / content

The digitising programme will be aligned with the Content Development Policy and the Permanent Collection Policy.

In addition to digitising Christchurch City Libraries owned material, Christchurch City Libraries will digitise items held in private collections. The digital item will be added to the Christchurch City Libraries' permanent collection and the original item will be returned to the owner.

Collaboration with appropriate Council Units, and local, regional and national organisations will be supported.

### Collection goals

- Digitise material in accordance with the Permanent Collection Policy and Content Development Policy
- Build collection of popular and unique material
- Support research and learning by providing access to the permanent collection
- Show manaakitanga by giving care and respect to communities, and the Tāonga they hold
- Build on the trust communities have in Christchurch City Libraries to maintain and preserve access to their content long-term
- Ensure the recognition and use of Christchurch City Libraries heritage collections beyond the immediate customer base - regional, national and international
- Collaborate with other organisations and individuals to digitise unique, fragile or scarce materials and collections that meet the goals of the Permanent Collection Policy
- Actively investigate opportunities for partnerships and collaboration
- Ensure that new archive and research collection donations and acquisitions are considered for digitisation
- Enhance the ways in which the material can be used
- Digitising decisions sit with the Digital Content Librarian and Library Archivists, in conjunction with Digital Content Team leader and Content Manager.

### Preservation

Digitising items and collections from the Christchurch City Libraries archives and research collections ensures that access to parts of the collection at risk from physical deterioration or excessive handling is maintained.

### Preservation goals

- Preserve the content of fragile or unique or scarce material by creating a digital surrogate
- Safely store original but provide access in a digital format
- Risk management : ensures content available in other formats if original becomes unavailable
- National and international standards will be followed wherever practicable when digitising material.

### Access

Access to digital heritage collections will be available through websites created and maintained by Christchurch City Libraries. Access to digital heritage collections enhances local and community cultural and historical knowledge, and provides information and resources for researchers, locally, nationally and internationally.

## Access goals

- Provide access to unique unpublished material and collections held by Christchurch City Libraries.
- Provide access to scarce or fragile published material in Christchurch City Libraries collections.
- Provide access to high demand scarce or fragile materials (fulfilling current or anticipated demand from Christchurch City Libraries customers).
- Ensure all digitised material, where appropriate, is available online for customer use.
- Ensure minimum of in-library network access for digitised material where cultural considerations or rights requirements require limited access.
- Provide indexing, transcription, metadata and arrangement to support access.

## Rights

In order to publicly present digitised collections rights information is gathered at the point of acquisition; and rights are determined, in accordance with the appropriate legislation.

- Ensure, wherever possible, that rights to material and collections lent for digitising, are identified and secured when they are received by Christchurch City Libraries.
- Acknowledge intellectual property rights and moral rights through appropriate citations.
- Guidelines for use and reproduction of material are available from each image.

## Content Digitisation plan

- Digitising items for the collection is carried out according to the five year Digitisation plan, signed off by the Content Manager.
- An annual programme of work is detailed in the Digitisation recommendations.

## Relevant policies and strategies:

- CCC Organisational Digital Strategy
- Our Heritage, Our Taonga - Heritage Strategy 2019
- Christchurch City Libraries Content Development Policy, 6th edition, 2018
- Christchurch City Libraries Permanent Collection Policy, 2020
- Public Libraries of New Zealand Strategic Framework 2020-2025
- Ngā Aho 2018

Supersedes: Digitising hard copy items policy (2008)