

“What makes a good digital collection?”

Selecting collections for digitization and
online access

Benefits of digitization

- Benefits to users
 - Items accessible anywhere, anytime
 - Improved intellectual access (search, browse, etc.)
- Benefits to institution
 - Collection awareness
 - Preservation of fragile items

Why don't we just digitize everything?

Putting a collection online is resource-intensive.

- Digitization
- Organization and description
- Submission
- Interface customization
- Preservation and maintenance

Selecting collections for digitization

- Community (OSU) collections
 - They decide what is worth digitizing/archiving
 - We use different criteria for deciding what assistance to give
 - Will be covered in a future brown bag
- Library collections
 - We are selecting
 - We use the criteria to follow

Selection criteria

- Copyright status
- Significance of the collection
- Current and potential users
- Existing description and organization
- Relationship to other digital collections
- Nature of the materials
- Funding sources

*(Adapted from Indiana University's Digital Library Program Website
<http://dlib.indiana.edu/about/planning/selection.shtml>)*

Copyright status

You can put it in the KB if...

- It's in the public domain (pre-1923, works of the U.S. government, etc.)
- You own the copyright (you created it, donor signed over the copyright, etc.)
- The copyright owner grants permission
- It's fair use

Copyright status

Still not sure? Ask for help!

Copyright Help Center

Libcopyright@osu.edu

688-5849

004 Science and Engineering Library

Significance of the collection

- How important is the collection?
- How does it fit into current or potential research activities?
- Does the intellectual quality of the source materials warrant the level of access made possible by digitization?

Current and potential users

- Is the collection heavily used?
- Who are the potential users of the collection? Are they able to access the collection physically?
- Are the materials too fragile to be handled?
- Will digitization add significantly to the collection's usefulness?
 - Adding searchability
 - Bringing together scattered materials, etc.

Existing description and organization

- Online collections must be described to be useful!
- Is there existing description for the collection?
 - Catalog records
 - Finding aids
 - Databases
- Are there resources for creating description?
 - Staff
 - Funding
 - Partners

Relationship to other digital collections

- Has it already been digitized?
- Does it contribute something unique to the digital collections landscape?
- Does it contribute to a 'critical mass' of content in a particular area?

Nature of the materials

- The KB can handle any type of content (text, images, video, audio, etc.)
- It can also handle any file format (PDF, PPT, JPG, WMP, TXT, XML, etc.)
- However, some types of content are more difficult to digitize
 - E.g. large format, extremely fragile, 3-D
 - May need additional resources
- And some formats are harder to preserve (PPT, audio, video, etc.)
 - E.g. PPT, audio video
 - May lose some benefits of KB (migration, etc.)

Funding sources

- If project will be extremely expensive, or falls outside the scope of the services we normally provide, additional funding may be necessary.
 - Other Libraries funds (collection budgets, etc.)
 - Project partners
 - Grant funding

Still not sure? Contact the KB team!

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Questions?

Thanks!

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