# CSU Virtual Library Integrating Digital Collections (IDC) Task Force Recommendation to COLD
May 8, 2009

## *Charge*

Create strategies for integrating and sharing digital collections including digital archives and institutional repositories.

## *Task Force Members*

**Members:** Keven Jeffery (SDSU, Chair), John Wenzler (SJSU), Mary Woodley (CSUN), Hua Yi (CSUSM) and Steve Mottaz (CSUH)
**COLD Liaison:** Tabzeera Dosu (CSUS)
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## *Expanded Membership*

**Institutional Repository (IR) Committee Liaison:** Jeremy Shellhase (CSUH)

## *Summary*

The primary IDC task force recommendations below include 1) the identification of a system-wide institutional repository lead, 2) the creation of a discovery tool for CSU digital collections and 3) the expansion of the current ScholarWorks DSpace repository. The task force has also compiled a list of minimum metadata standards for campus repositories and has developed parameters for what should be included in the virtual library as a digital collection.

In order to build more effectively upon existing initiatives, the IDC Task Force expanded its membership to include a liaison to the CSU Institutional Repository (IR) committee responsible for the CSU ScholarWorks DSpace project. The task force also circulated a survey to CSU libraries in order to obtain insight into the state of digital collections across the system.

## *Task Force Recommendations*

1. Proposal for a CSU digital collections strategy
2. Guidelines for CSU campus digital repositories
3. Scope of a digital collection
4. Budget Requested

## *Recommendation 1: Proposal for a CSU digital collections strategy*

The following initiatives should be undertaken to forward the goal of creating a system-wide digital collections solution.

### Management and Communication

1. An institutional repository (IR) lead should be identified from within the CSU (see *Budget Requested*)
2. The membership and charge of the existing IR Committee (STIM) should be expanded to include oversight of shared digital collections management for the CSU. This expanded committee should be called the Digital Collections Management Committee to indicate its increased responsibility.
3. Formalized information sharing on IR projects should be incorporated into existing committees such as the LibIT (STIM) library technology networking group.

### Resource Development

1. A central repository for metadata from campus IR projects should be developed as a discovery tool for system-wide digital collections.
2. The existing CSU ScholarWorks project should be supported and promoted as the digital document repository solution for CSU campuses that cannot develop their own.
3. A solution for archiving, discovering and interacting with images, audiovisual material and rich internet media should be developed for CSU campuses that cannot develop their own. This solution should either build on the ScholarWorks DSpace platform or be compatible with the DSpace platform.

**Software Guidelines**

1. System-wide IR solutions should support Open Archive Initiative (OAI) standards, OpenURL and the Dublin Core and VRA Core metadata standards.
2. Open source software should be used for a CSU digital repository solution whenever possible. The specific solution should be left to the proposed Digital Collections Management Committee.

## Recommendation 2: Guidelines for CSU campus digital repositories

To allow compatibility with a system-wide IR, the following minimum standards should be followed when implementing an IR at the campus level.

1. A campus IR should support either the Dublin Core or VRA Core metadata format, OR support a format where an established crosswalk to Dublin Core or VRA Core exists.
2. A campus IR should allow the exporting of records in either Dublin Core or VRA Core formats.
3. The following descriptive metadata elements should be provided for each object:
    1. Identifier
    2. Title
    3. Creator (or Contributor)
    4. Date
    5. Description
    6. Format/Physical Description
4. It is recommended that any campus IR projects follow an established system of best practices, such as
    1. BCR CDP Digital Imaging Best Practices
    2. California Digital Library Best Practices
    3. NARA Recommendations

## Recommendation 3: Scope of a digital collection

The following content categories and formats were identified for inclusion in a digital collections solution.

**Categories of content**

The following items produced or curated within the CSU should be included in a digital collection.

1. Student theses, dissertations and capstone projects
2. Special collections and archival material
    - Letters, manuscripts, pamphlets, documents, trade cards, postcards and labels
3. Online learning objects (tutorials)
4. CSU documents
    - Administrative documents
    - Course catalogs
    - Campus annual reports
    - Conference proceedings and reports
    - Campus newspapers and yearbooks
    - Campus and area photographs and slides
5. Faculty publications
    - Published articles
    - Posters and presentations
    - Preprints/post prints
    - Datasets, raw and original research
    - Lectures and course materials

**Content formats**

The following content formats should be included in a digital collection.

1. Audio files (e.g., mp3)
   - Digitized or born digital
2. Video files (e.g., mp4)
   - Digitized or born digital
3. Other rich internet media (e.g., .swf)
   - Born digital
4. Photographs & images (e.g., .jpg)
   - Digitized or born digital
5. Documents (e.g., .pdf, .doc)
   - Digitized or born digital

**Content excluded from digital collections**

The following items should be excluded from inclusion in a digital collection solution.

1. Subscription resources or third party content (e.g., bibliographic database)
2. Items that contain copyright restrictions
3. Items that contain any confidential information (if used without permission)

**Content that should be housed in a separate repository**

While not considered a digital collection, the following items should be included in the broader virtual library project.

1. Special collections finding aids for physical collections & 3D artifacts

## *Recommendation 4: Budget Requested*

In order to satisfy the above recommendations, the following resources should be made available.

1. Sufficient support should be provided to the Systemwide Library Initiative (SLI) group at the Chancellor's Office to meet the technical requirements outlined in Recommendation 1.
2. A knowledgeable individual should be indentified from within the CSU to act as a resource for campuses beginning to implement local institutional repositories. This individual should be provided with release time from his or her normal duties to become the system-wide IR lead.