

Digitisation Policy

Date: March 2021

Review Date: March 2024



Policy Title	<i>Digitisation Policy</i>
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Version	<i>3 (March 2021)</i>
Policy Sponsor	<i>The Deputy Head of Service with responsibility for the relevant collection</i>
Policy Owner	<i>Service Development Manager with responsibility for the relevant collection</i>
Committee and date recommended for approval	<i>Services, 18 March 2021</i>
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Equality Screening Status	<ol style="list-style-type: none"> <i>1. Screened: 17 February 2015</i> <i>2. Screening Reviewed: 8 February 2018</i> <i>3. Screening Reviewed: 8 March 2021</i>
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Related Policies	<i>Children’s and Young People’s Services Policy</i> <i>Customer Feedback Policy</i> <i>Digital Inclusion Policy</i> <i>Engaging with Culture and Creativity Policy</i> <i>Filming Policy</i> <i>Heritage Policy</i> <i>Information and Learning Services Policy</i> <i>Policy for the Loan and Use of Heritage and Other Assets</i> <i>Partnership Policy</i> <i>Reading and Reader Development Policy</i> <i>Sponsorship Policy</i> <i>Stock Policy</i>

Libraries NI

Digitisation Policy

1. Introduction

- 1.1 Libraries NI recognises that digitisation offers one means of preserving fragile materials, enhancing access, promoting collections and raising the profile of an organisation.
- 1.2 This is relevant to Libraries NI in the context of its stock which houses a number of unique resources including books, maps, archives, newspapers, journals, microfilm and other material.

2. Purpose

- 2.1 This policy sets out Libraries NI's approach to digitisation. This policy applies to collections held in Libraries NI i.e. not how access is provided to digitised resources held in other institutions.

3. Policy

- 3.1 In undertaking digitisation activities Libraries NI will do so for one or more of the following purposes:
 - increase awareness of Libraries NI and its collections and services
 - increase access to its resources
 - increase participation to library resources and services through visible and unique content
 - preserve and protect unique, rare and fragile items through digital reproduction
 - create Libraries NI content
 - facilitate virtual exhibitions
 - achieve specific business plan targets or objectives
 - generate income where appropriate
 - supporting mutually beneficial partnerships.
- 3.2 When selecting material for digitisation Libraries NI will take account of:
 - potential level of interest and use
 - target audiences
 - contribution to business/service plan priorities
 - whether already available digitally
 - uniqueness
 - partnership opportunities
 - preservation of rare material
 - format shifting
 - potential for income generation.

3.3 When digitising resources Libraries NI will strive to maximise the usefulness and accessibility of material through a considered approach to metadata, the relevant technical standards and best practice in accessibility.

4. **Authority**

Policy Sponsor: The Deputy Head of Service with responsibility for the relevant collection is the Policy Sponsor.

Policy Owner: The Service Development Manager with responsibility for the relevant collections is the Policy Owner.

Policy Contact: The Senior Heritage and Information and Learning Services Managers are the Policy Contacts.

5. **Related Documents**

Policies

- Children's and Young People's Services Policy
- Customer Feedback Policy
- Digital Inclusion Policy
- Engaging with Culture and Creativity Policy
- Filming Policy
- Heritage Policy
- Information and Learning Services Policy
- Policy for the Loan and Use of Heritage and Other Assets
- Partnership Policy
- Reading and Reader Development Policy
- Sponsorship Policy
- Stock Policy