



Digitisation Policy

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1 Document control

Version	Approved by	Approval date	Revisions
V 1.0	State Librarian and CEO	July 2018	
V1.1	State Librarian and CEO	August 2023	Updated to align to new Strategic Plan 2023-27

2 Authority

State Librarian and Chief Executive Officer

3 Policy statement

State Library collects and preserves Queensland's cultural and documentary memory across many different physical format. Digitisation presents an opportunity to enhance access and ensure long-term usage of these analogue materials. State Library's capacity to select, reformat, describe, store and manage digital files derived from physical masters is finite. It is important that clear principles inform which collection items are digitised and for what purpose.

Digitisation at State Library seeks to:

- provide enhanced access to State Library's unique collections
- enable greater interpretation and generation of knowledge from State Library's unique collections
- assist with the preservation of rare and fragile material
- ensure long term access to obsolete formats

4 Purpose

This policy informs how digitisation activities are conducted at State Library across the lifecycle. It guides which collections are selected for digitisation and the approach to reformatting those collections.

5 Scope

This policy applies to the digitisation of all physical formats within the John Oxley Library and the Australian Library of Art. It is not State Library's priority to digitise items outside those collections. State Library's *Digital Capture Specifications* detail the properties of digital files generated by the organisation.

6 Definitions

Word	Definition
Analogue	Material created in a physical format including photographic prints, paintings, maps, music scores, books and manuscripts.
Digitisation	The act of turning an analogue object into a digital object via means of digital technologies.
Digital only	A digital copy of an analogue object that is not within State Library's collection. Only the digital files are kept.
Faithful representation	A digital surrogate that will provide a user with an equivalent experience of the work, with an emphasis on the content in the work.

7 Planning

State Library undertakes annual digitisation planning to identify priority areas and collections. By being deliberate in planning our digitisation, we seek to make the greatest impact with the digitised material we make available, rather than reformatting collections with no holistic plan to enable their use.

The planning process takes into account user needs, previous usage, key anniversaries, programming and strategic priorities to direct the organisation's finite resources.

In this planning stage, particular attention is paid to the volume of digital content being generated and the cost of storing and preserving those files into the future.

We will work collaboratively with other institutions and partners, minimising duplication of digitisation effort and ensuring maximum access to Queensland's documentary heritage. This includes selecting Queensland newspapers to be digitised and make accessible via Trove.

8 Selection

We will identify collection material for digitisation using the selection criteria within our Content Strategy. What we select to be digitised will be informed by the significance of that content, the potential public benefit, and the work required to preserve it and make it accessible.

In exceptional circumstances we may digitise an item that is not within our collection, retaining digital files for the collection and returning the original, physical item to the owner. The digital-only files generated from this copy loan process will be managed using our standard digital preservation procedures.

We will retain collection items we digitise, unless they are in irreparable condition.

9 Rights

State Library respects the rights of Aboriginal and Torres Strait Islander people to their documentary heritage and cultural knowledge. We will work with communities to identify and prioritise content they have identified in our collection for digitisation and strive to provide the greatest possible access to our collections.

We will respect the rights of intellectual property holders while enabling access to our collections, working within the legislative framework of the *Copyright Act 1968* (Cth) and by the extensive use of the Creative Commons licenses for the content we create.

10 Reformatting

We will adhere to established, internationally accepted digitisation standards that allow both the greatest levels of current access and flexibility in the future to exploit new technologies as they emerge. Where such standards do not exist, State Library will liaise with NSLA (National and State Libraries Australasia) and other institutions to identify and adopt international best practice.

We will maintain our *Digital Capture Specifications* to guide digitisation and will document any circumstances where an exception to those specifications have been made.

Digital versions of material will be a faithful representation of the original. Images will not be manipulated but colour and tone matching may be carried out to be faithful to the original.

11 Preservation

We are committed to ensuring preservation and access to digitised content by application of digital preservation technologies, systems and resources.

12 Use

We will actively encourage engagement, use and re-use of State Library's digitised collections.

We will digitise our collections to maximise their potential for use as data to enable new research methods and creation of knowledge.

State Library does not charge reproduction fees for digital files we have generated and may charge for digitisation of new items on a cost-recovery basis.

State Library does not claim copyright over the reformatted files generated from the digitisation process. The copyright status of the item is considered consistent with that of the original item.

13 Essential considerations

State Library's Digitisation supports the following civil and political rights within the *Human Rights Act 2019*:

- Taking part in public life: digitisation enables equality of access to the public service
- Cultural rights: enabling the sharing, enjoyment and practise of culture and religion
- Cultural rights for Aboriginal and Torres Strait Islander peoples: enabling the ability to enjoy, maintain, control, protect and develop identity and cultural heritage

14 Risk management and mitigation

Risk	Description of risk	Mitigation management
1	Risk that intellectual property owners' rights are breached through digitisation of collection items.	Conduct copyright status assessment of each digitisation job at initiation to ensure appropriate clearances are gained. When items are deemed orphan works, document decision-making process with takedown procedures available for instances of copyright owners notifying State Library.
2	Risk that cultural heritage held on magnetic tape may be permanently lost unless digitised prior to 2025.	Identify collection items on magnetic tape for priority digitisation.
3	Risk that the cultural rights of Aboriginal and Torres Strait Islander people are compromised as a result of digitisation.	Application of consistent assessment procedures in the initiation of new digitisation activities to identify applicable cultural rights, key individuals or groups to be consulted and identify and manage risk.

15 References

The policy is supported by:

State Library of Queensland

- Strategic Plan 2023-27
- Content Strategy
- Digital Strategy
- Preservation Policy
- Content Acquisition Policy
- Intellectual Property Management Policy
- Digital Capture Specifications
- Storage principles – physical and digital collections
- Content Withdrawal Policy

State Librarian and Chief Executive Officer

17 Creative Commons

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