

Digitisation Policy

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Maintained by	Queensland Memory
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1. Authority

This policy is applied by the authority of the State Librarian and CEO (SLCEO).

2. Responsibilities

Executive Director, Content is responsible for overseeing strategic digitisation planning and resource allocation.

Director, Queensland Memory is responsible for digitisation planning and reporting.

Director, Content Management is responsible for resourcing and implementing digitisation planning.

Collection Building and Interpretation staff are responsible for initiating digitisation requests.

3. Policy statement

State Library collects and preserves Queensland's cultural and documentary memory across many different physical formats. 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 content in at risk of technological obsolescence.

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. Definition

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.
Technological obsolescence	When a piece of technology is outdated or no longer used.

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, access, rights, 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 made accessible via Trove.

8. Selection

We will identify collection material for digitisation using the selection criteria within our Content Strategy: Content; Impact; Viability and Accessibility. This means that digitisation selections will be informed by the significance of that content (Content), the potential public benefit (Impact), and the entire volume of work required to digitise it and make it accessible (Viability and Accessibility).

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 and where possible adhere to our Digitisation Capture Specifications.

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

9. Rights

State Library respects, under the United Nations Declaration of the Rights of Indigenous Peoples, the rights of Aboriginal and Torres Strait Islander people to their documentary heritage and cultural knowledge. We will work with Aboriginal and Torres Strait Islander communities to identify and prioritise material identified in our collection for digitisation and strive to provide the greatest possible access in accordance with our Indigenous Cultural and Intellectual Property (ICIP) Principles.

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 advocating for the use of the Creative Commons licenses where possible.

10. Standards

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 good 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. Digital Preservation

We are committed to ensuring digital preservation and access to digitised content by application of digital preservation technologies, policies, procedures, systems and resources, guided by our Digital Preservation Maturity Plan 2025-28.

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 claim copyright over the files generated from the digitisation process. The copyright status of the item is considered consistent with that of the original item.

13. Human rights

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

- 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. References

This policy is supported by:

Queensland Government

Libraries Act 1988 (Qld.)

State Library of Queensland

Strategic Plan

Content Strategy

Preservation Policy

Digital Preservation Maturity Plan 2025-28

Content Acquisition Policy

Indigenous Cultural and Intellectual Property Principles

Digital Capture Specifications

Storage principles – physical and digital collections

Content Withdrawal Policy

15. Approval

14 October 2026

Acting State Librarian and CEO

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 with Strategic Plan 2023-27
V1.2	Acting State Librarian and CEO	October 2026	Update to align with Content Strategy and Indigenous Cultural and Intellectual Property Principles

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