



University of  
St Andrews

## University of St Andrews Library – Special Collections digitisation policy

<b>Document type</b>	<b>Policy</b>
<b>Scope (applies to)</b>	Public
<b>Applicability date</b>	28/09/2020
<b>Review / Expiry date</b>	27/09/2021
<b>Approved date</b>	07/10/2020
<b>Approver</b>	Director
<b>Document owner</b>	PA to Director & Administration Officer
<b>School / unit</b>	University Library
<b>Document status</b>	Published
<b>Information classification</b>	Public
<b>Equality impact assessment</b>	None
<b>Key terms</b>	Library and museum services
<b>Purpose</b>	This policy document outlines the infrastructure and processes put in place to ensure that the outstanding quality of the Library's Special Collections is reflected online.

<b>Version number</b>	<b>Purpose / changes</b>	<b>Document status</b>	<b>Author of changes, role and school / unit</b>	<b>Date</b>
1.1	Updated review date	Draft	Gabriel Sewell, Assistant Director, Special Collections, Museums and Libraries	29/09/2020

## Introduction

The Library's Special Collections Digitisation Policy supports its Mission Statement to deliver a state-of-the-art information environment to suit all user needs and modes of access; to develop and manage high quality collections; and to provide excellent Special Collections to support the teaching and research objectives of the University and wider community.

This policy document (with appendices) outlines the infrastructure and processes which we will put in place to ensure that the outstanding quality of the Library's Special Collections is reflected online.

Note : this policy covers material held by the Special Collections Division of the University Library only. A broader library digital strategy is being implemented which has an emphasis on moving from print to digital to reduce collection space requirements. It is anticipated that both will make use of underlying infrastructure, such as long-term storage and preservation being developed as part of the Jisc-funded national research data shared service. However, this Special Collections digitisation policy has an **emphasis on access, discovery and usage, rather than disposal.**

## Policy objectives

1. To enhance the range of digitised materials which can be used to support the learning, teaching and research mission of the University
2. Collections and make them more easily discoverable
3. To facilitate the interpretation of Special Collections materials for new audiences, including the general public
4. To increase research, and the impact of that research, carried out using the Library's collections and to make new kinds of research possible, based on digitised materials
5. To support the long term conservation and preservation of the Library collections.

## Where we are now and where we aim to be by 2020

### How much currently available

- Over 300 digital objects, derived from scans of rare book and manuscript materials in the Library's Special Collections, are currently displayed on the St Andrews Digital Collections portal using the Islandora collections management system. We have over 200,000 books so this represents 0.15%. We have another 290 fully digitised objects on the file store as a result of digitisation work from reading room orders.
- Around 120,000 digitised photographs made accessible online via the EMu collections management system. We have about 1 million photographs so this represents 12%.
- 118 video files amounting to 2TB, and 264 audio files amounting to 51 GB. This represents about 50%.
- Muniments are hard to quantify but we estimate between 1-2% have been digitised.

### What it's used for

Research and teaching, commercial use, exhibitions, personal use, publications, television, web publishing, University PR and communications.

## How frequently

- In the last 12 months we have had nearly 10,000 page views to our Digital Collections portal; with highest usage : 35% from St Andrews; 6% from London; 5.5% Edinburgh, Glasgow & Dundee; 1.5% New York and 1% Los Angeles.
- The photo collection received 191 online enquiries in 2016. We do not yet have usage figures for the photo portal.
- Since Jun 2011 the scanning team have fulfilled 1295 orders - 280 in the past 12 months.

## Aims for 2020

- We will aim for a 1000 digital objects (rare books and manuscripts) to be available from our St Andrews Digital Collections portal. This will depend on external funding for some projects.
- We will aim for 20% of our photographic collection to be digitised. We already digitise all new accessions into the collection.
- We will aim to increase usage of all our digital objects, including ensuring we have the systems in place to report on usage figures and, where possible, determine how objects are being used.
- We will rationalise the number of systems and consolidate storage and access in line with the Library's Operational Plan, informed by user needs.
- We will rationalise our digitisation selection process based on the criteria set out in this policy and taking into account user feedback and management information, such as an understanding of which objects are already available digitally from other sources.

The following appendices to the policy are available :

**Appendix A:** Work plan - time lines, deliverables and risks/dependencies

**Appendix B:** Details of the materials held by Special Collections and broad digitisation activities for each

**Appendix C:** New digitisation process

**Appendix D:** Weighting sheet and score card

## Evaluation and Review

This policy is owned by the University Librarian and overseen by the Library Strategy Advisory Group. It will be reviewed annually by the Digital Humanities Working Group and any amendments agreed with LSAG.

*Authors : University Library Digital Humanities Working Group (Anna Clements, Alice Crawford, Paddy McCann, Sean Rippington, Gabriel Sewell)*

*First published November 2017*

Version number	Purpose / changes	Document status	Author of changes, role and school / unit	Date
1.0	Migration	Published	Kaye Wemyss, Director to PA	26/06/2019
1.1	Updated review date	Draft	Gabriel Sewell, Assistant Director, Special Collections, Museums and Libraries	29/09/2020

--	--	--	--	--