



## **Special Collections Collection and Digital Initiatives Development Policy**

The Auraria Library Special Collections and Digital Initiatives Department (SCDI) collects, describes, preserves, and digitizes printed books, periodicals, manuscripts, maps, photographs, audiovisual materials, art objects, and artifacts in support of Auraria Library's mission to foster intellectual growth, academic success, and lifelong learning for the students, faculty, and staff of the diverse urban campus of Auraria.

This policy serves as both a guide to the strengths, scope, and Core Collecting Themes of SCDI, as well as a document of the Library's collection development and acquisition policy.

This policy document is bipartite, the first section relaying policy information related to Special Collections, both physical and digital, and how the Department guides its collecting habits. The second section relays information on Digital Initiative policy and how collections are selected for digitization as well as general operational philosophies.

### **Part 1: Special Collections**

#### **Mission of Special Collections**

The Auraria Library Special Collections and Digital Initiatives Department exists to serve the students, staff, and faculty of the three schools on Auraria Campus: University of Colorado Denver, Metropolitan State University of Denver, and Community College of Denver; as well as researchers from around the world and the general public. Service includes, but is not limited to, reference assistance regarding Special Collections materials and local history; furnishing requested research materials to visitors of the Special Collections reading room; liaising with campus faculty in the completion of projects reliant on SCDI's resources or expertise; and the care and stewardship of important historical artifacts in which the Auraria Library and Campus has a stake.

#### **Collecting Criteria**

The Auraria Library Special Collections and Digital Initiatives Department identifies new acquisitions or areas of development for current holding based on a variety of practical, financial, and conditional criteria. We refer to our Core Collecting Themes (itemized in the next section) for guidance on whether a collection is within our predetermined purview, but must also factor in our abilities to faithfully support, house, and promote a collection regardless of its appropriateness. Assuming our Core Collecting Themes concur, Auraria Library shall only acquire:

1. That which is accompanied by a signed Deed of Gift relinquishing donating entity of all ownership rights;
2. That which is accompanied by a rider informing donating entity that objects of collections may be selected for digitization;
3. That for which we currently have the physical space necessary;
4. That which no other collecting institution owns part of or claims;
5. That which is in a condition maintainable by SCDI staff and faculty, and which does not pose a significant chemical or biological risk to other collections or persons;
6. That which might not be better kept by an institution with greater resources and relative interest.

Preference and priority will always be given to collections or objects:

1. That are accompanied by a monetary contribution to be utilized in offsetting processing, storage, and maintenance costs;
2. That are deemed to be of high significance within our Core Collecting Themes, or complement other collections we already own;
3. That are of exception rarity;
4. That have high potential for digitization

### **Core Collecting Themes**

The Auraria Library Special Collections and Digital Initiatives Department encompasses many materials across a broad spectrum of subjects, interests, and material types. Much of SCDI's strength lies in its adherence to Core Collecting Themes that help tell the story of the Denver metropolitan area and its people. These themes include: **Activism and Civic Reform; Auraria Campus History; Hispanic-American and Asian-American Experience in Colorado.**

**Activism and Civic Reform:** this theme is inclusive of persons, groups, and other entities involved in significant socio-political and civil activist movements or events around the Denver metropolitan region. SCDI is particularly strong in the areas of civil rights and humanitarian activism; urban and civic reform; and a labor activism. This theme is important to the history of Denver, which is well-known as city of activism, but, more specifically, to the history of the Auraria Campus and the diverse neighborhood it displaced. Collections representative of this theme include:

- **The Minoru Yasui Collection:** the papers of Minoru Yasui, Japanese-American civil rights activist, civic leader, and prominent attorney.
- **The Richard T. Castro Collection:** the papers of Senator Richard T. Castro, prominent civil rights activist, politician, and Chicana/o Movement leader in Denver, Colorado.
- **The Genevieve Fiore Collection:** the papers of Genevieve Fiore, Italian-American humanitarian, community leader, and women's rights activist who founded the Denver chapter of the United Nations Association of America.
- **The National Municipal League Collection & the All-America's Cities Award Program Collection:** these two collections are composed of documents, artifacts, and other material related to the National Municipal League, which was crucial in the formation of modern city government structures and urban reform after the Second World War. The NML is based in Denver, Colorado and currently exists as the National Civic League.

**Auraria Campus History:** this theme is inclusive of materials related to the foundation, growth, and impact of the Auraria Higher Education Center and historical information about the Auraria neighborhood prior to relocation. Before Auraria Campus was the home of three institutions of higher learning, it was a richly diverse neighborhood in the heart of Downtown Denver. Several original structures from the neighborhood are still extant, though the vast majority of built and cultural fabric was razed. Auraria Library is dedicated to preserving the legacy of the old Auraria neighborhood and the fabric of the current site. Sources of historical information could include a variety of official and allied entities that are focused on Auraria's history. Collections representative of this theme include:

- **The Bill Trimble Collection:** a collection of 35mm slides of nearly every structure present in the Auraria neighborhood prior to demolition.
- **The Ninth Street Historic Park Collection:** a collection of documents related to the last-minute rescue of several structures that comprise the Ninth Street Historic Park on Auraria Campus, as well as a historic preservation and rehabilitation documents.
- **Auraria Higher Education Center Collection:** a vast collection of technical documents and artifacts related to the design and construction of the Auraria Higher Education Campus.
- **Auraria Relocation Collection:** documents related to the forced relocation of the residents of the Auraria neighborhood prior to the founding of Auraria Campus.

**Asian-American & Hispanic-America Experience in Colorado:** this theme is inclusive of any materials relevant to the past and present experiences of Hispanic-Americans and Asian-Americans in Colorado and, more specifically, the Denver metropolitan area. The goal is to provide access to the material stories of Asian- and Hispanic-Americans in our region and what those stories tell about inequality, oppression, and advancement. Collections representative of this theme are:

- **The Minoru Yasui Collection:** the papers of Minoru Yasui, Japanese-American civil rights activist, civic leader, and prominent attorney.
- **The Richard T. Castro Collection:** the papers of Senator Richard T. Castro, prominent civil rights activist, politician, and Chicana/o Movement leader in Denver, Colorado.
- **Amache Collections:** a series of small collections containing materials relevant to the Grenada War Relocation Camp, or, Camp Amache, the sole Internment Camp in Colorado during the Second World War. This includes a near-complete run of the Japanese American Citizens League newsletter.
- **The Xuan Toc Collection:** a collection of local Vietnamese-language newspapers and periodicals.
- **The Richard Gould Collection:** a collection of recorded interviews with Chicano Movement leaders.

The aforementioned Core Collecting Themes refer primarily to boxed manuscript collections or other large collections of myriad material types. As a matter of practice Auraria Library Special Collections and Digital Initiatives purchases and collects books and monographs related to Colorado and Denver history; art and architecture; literature; and a variety of other subjects supportive of curricula at the three Auraria Campus institutions. These individually-purchased monographs may or may not relate to the Core Collecting Themes and are purchased at the

discretion of Collection Development Librarians and or Special Collections and Digital Initiatives staff.

Auraria Library Special Collections and Digital Initiatives does not serve Auraria Campus institutions as an archive of official institutional records, nor does it offer services in records management or storage.

### **Related Documents**

- Auraria Library Special Collections Acquisition Checklist
- Standard Deed of Gift
- Digitization Agreement / Internet Distribution Agreement

## **Part 2: Digital Initiatives**

### **Mission of Digital Initiatives**

The Digital Initiatives is dedicated to the acquisition/creation, delivery, maintenance and preservation of a variety of high-quality online information resources for scholars and students at the University of Colorado Denver, Metropolitan State University of Denver, the Community College of Denver, and community partners. The Auraria Library Digital Collections resides at [www.digital.auraria.edu](http://www.digital.auraria.edu) and is free for use by all campus constituents and the general public.

#### Digital Initiatives:

- Supports the Auraria campus teaching, research and learning missions of the Auraria campus institutions
- Supports the Library's efforts to provide open access to digital information resources for the Auraria Campus community and beyond
- Provides a technology environment that manages a variety of levels of access based on digital rights managements requirements
- Fosters community building through collaboration with neighboring libraries and scientific and cultural heritage institutions to advance the common goals

### **Vision of the Auraria Library Digital Collections**

The Auraria Library Digital Collections (ALDC) creates, collects, preserves, and supplies far-reaching discovery and access to the full range of digital resources that support the teaching and learning goals of Auraria Campus institutions and their constituents.

## Use and Access Philosophy

The ALDC operates best when its holdings are freely accessible to campus constituents and the general public. Dissemination of knowledge without hindrance is essential to the creation of new knowledge and ideas. Thus:

- ALDC will not engage in **large-scale** digitization efforts governed by **permanent** access constraints such as IP range restrictions, LDAP, or other kinds of password protection.
- ALDC will not allow commercialization of its assets internally, nor will it abide external misuse for financial gain.
- ALDC claims no right of creation of its digital assets and will never engage in watermarking or stamping of digital images, videos, or documents.
- All digital assets, regardless of origin or makeup, will be securely stored in the long-term either locally or with a third party.

## Digital Program Goals

- To build a rich variety of digital content supporting the needs of Auraria Library's constituents
- To offer digital services and supporting technologies that are sustainable, scalable, and compatible with the University's technology infrastructure, and interoperable with national and international digital library initiatives
- To promote and support the scholarly and pedagogical use of digital content
- To adopt appropriate national and international digital library standards and best practices that will support creation, maintenance, access, and preservation of the digital collections
- To digitize and provide free and unhindered online access to the unique and rare collections from the Auraria Library's Special Collections Department.
- To collaborate with Auraria faculty and students in the creation, acquisition, and digital lifecycle management of select faculty and student content in the ALDC
- To collaborate with Auraria faculty and students in the use of ALDC content in teaching and learning
- To collaborate with non-Auraria faculty and community members on digital initiatives
- To discover and promote current and emerging digital technologies that can enhance research, teaching, and learning
- To collaborate with colleagues at other Colorado libraries and scientific and cultural heritage institutions in the development of digital collections that support mutual goals

## General Collection Development Considerations

Digital Initiatives will develop its digital collections and select materials based on a variety of factors, but will adhere mainly to one quality:

*Digital collection development shall be in support of teaching, learning, service, and research: materials selected for digitization must support the library's mission of enhancing teaching, learning, service, and research and fit within the Library's overall collecting policies.*

Prior to selecting materials for digitization, the ADLC must first make the following considerations:

- **Funding:** all digitization projects should have a clear source of funding and adhere to prescribed budgets.
- **Feasibility:** all digitization projects should be realistic in scope and term so as to ensure efficient and effective completion.
- **Alignment:** all projects that involve digitization in whole or part must either align with Auraria Library's mission and goals, or intersect with them at a desirable point.
- **Uniqueness:** project planners and personnel should strive to find potential digitization projects with some degree of innovation.
- **Support:** beyond financial support, a digital project should have the support of both Auraria Library's administration and relevant subject librarians and external faculty.
- **Technology:** the Library will make certain it either has the infrastructure necessary to digitize objects with the highest fidelity, or that it has in mind a trusted vendor
- **Preservation:** consideration will be given as to whether an object, as digitized, can be effectively preserved to ensure long-term access and usability.
- **Rights:** objects, regardless of their demand or necessity, must first be cleared of all restrictions prior to digitization and publication.

### **General Digitization Priority Considerations**

Special consideration will be given to objects and collections based on:

- **Condition of the original:** general project priority will be given to objects whose deteriorated conditions necessitate digitization for access and preservation, but whose condition will not be worsened by digitization itself.
- **Obsolescence:** materials in formats that are either presently obsolescent, or will soon become so, should be given general project priority.
- **Usage level:** materials with high historic usage levels should be given general project priority for digitization
- **Grants and special initiatives:** objects to be digitized as part of grants or special initiatives, superseded only by patron requests.
- **Requests:** one-off and small-batch digitization requests issued by faculty, staff, students, or patrons should be given the highest priority.

All considerations and priorities are subject to change.

## **Materials**

Digital Initiatives considers a wide array of materials types as suitable for digitization, presentation, and preservation. Everything from rare manuscripts and books to archived web sites will be considered. Decisions on appropriateness will be made on a case-by-case basis. Essentially, MOST materials and object types from MOST entities are acceptable so long as they match General Development Considerations. The only unbreakable stipulation is that Auraria Library must own the digital object and/or the physical object on which it is based: ALDC will not digitize or host objects for which it does not have rights to distribute, promote, and reuse.

## **Institutional Repository**

The Auraria Institutional Repository is a subset of the Auraria Library Digital Collections that focuses on collecting physical or born-digital content produced by faculty, staff, and students at the three Auraria Campus schools. While Auraria Library does not serve as an archive of institutional records, it is committed to seeking out and hosting Open Access faculty publications and student-generated works like theses and dissertations; capstone projects or projects-in-lieu-of theses; exceptional undergraduate materials from any discipline; campus publications (e.g. literary magazines or academic magazines); course catalogs and others.

## **Takedown Policy**

ALDC will do its best to secure all necessary permissions and rights prior to digitizing material or hosting born-digital objects. However, some considerations are not made, or due diligence in securing permissions cannot be proved, so ALDC will graciously comply with all reasonable requests for takedown of a misused digital object.

## **Access Restriction Addendum**

While Digital Initiatives will not engage in any large-scale digitization projects, it may pursue small-scale projects or one-off jobs that require some level of access restriction, whether it be to campus constituents only or limited at-once use, or any other restriction allowed by the ALDC's current digital repository platform. Such projects might include:

- Hosting access-restricted theses
- Hosting copyright-restricted multimedia or audiovisual materials
- Secure storage of "dark" materials for the purposes of preservation until public consumption is allowed (done so under the assumption that public consumption will be allowed at some point).

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