

Hastings Highlands Public Library Digital Heritage Strategy 2017-2020

Executive Summary

Our vision for the digital heritage in the Hastings Highlands Public Library is that by the end of 2020, **end-to-end workflows** are in place that deliver and provide research material in a trusted long-term **digital repository** so that they may be accessed by future users.

Digitization contains the actions and intervention required throughout the **digital content lifecycle** to ensure continued and reliable access to **authentic digital materials**. This document presents the Hastings Highlands Public Library's strategic approach to achieving this over the next year so that our 2020 Vision may be achieved, as per the Hastings Highlands Public Library Strategic Plan.

This Digital Heritage Strategy identifies the key activities required to create and sustain the value of our digital collection over the next year. A core objective is to work with a third-party company, Digital Worlds, supplied by the Southern Ontario Library Services (SOLS), to create and maintain our **digital collection repository infrastructure**.

In summary, our priorities are to:

- Create a new repository infrastructure through Digital Worlds, (SOLS)
- Create and implement end-to-end workflow to ensure high quality digitization
- Incorporate our new digital collection into the new infrastructure for long term storage
- Ensure content can be accessed by the Library's **designated community**

Governance of the strategy sits with the Library's CEO. Community involvement is essential for the delivery of the strategy; this is recognized in the implementation plan and activities listed towards the end of the document. These will be further developed with each passing year.

1. Purpose

This document provides the framework for the Library's digital collection activities. It contextualizes activities within our dynamic operational and strategic environment, clearly identifies our strategic priorities, and identifies the roles and responsibilities of those tasked with delivering the strategy.

2. Vision

Our vision for the digital collection in the Hastings Highlands Public Library is that end-to-end workflows are in place that deliver and present our digital collection in a trusted long-term digital repository so that they may be accessed by future users

Context

3.1. Digital Collection

The Library's digital collection is **heterogeneous**, comprising content such as photographs, with auditory and digital newspaper to be added in the near future, with plans to expand to other mediums at some point in the future. A significant proportion of the collection is acquired via **print legal** and **non-legal deposits** and is **born printed**. Further content is acquired via voluntary deposit or digitizing analogue resources either internal or external to the Library.

Hastings Highlands Public Library Digital Heritage Strategy 2017-2020

All content acquired by the Library and destined for long term display is in the scope of this strategy.

3.2. Challenges

Technological obsolescence is often regarded as the greatest threat to digital material; as technology changes, it is increasingly difficult to reliably access content created on and intended to be accessed on older computing platforms. Yet this is just the long-term view. In the shorter term we must consider everything from media integrity and **bit rot** to **digital rights management** and **metadata**.

3.3. Strategic Fit

Effective management of digital collection content and metadata supports the delivery of other key Library strategies: education and community.

- 1) *Custodianship*: Curation and preservation of the local digital collection requires a long term, implementation and sustainable digital preservation solution (SOLS).
- 2) *Research*: Research of all kinds is supported and stimulated via the use of the generation of digital content and the technological areas they represent.
- 3) *Cultural*: Our digital collection represents our digital cultural heritage: digital preservation enables the persistence of the element of the Library's collection.
- 4) *Learning*: We will work with national and municipal **memory institutes** in Canada and globally to further our understanding of digital preservation challenges and solutions.

4. Strategic Focus

The digital strategy is created around the new digital repository that is offered through the third party, SOLS' VITA toolkit with cloud access through Digital Worlds.

4.1 Replace and Enhance Technical Repository Infrastructure

The repository is maintained and upgraded by the SOLS through subscription-based cloud access; because of this there is no file integrity or infrastructure plan necessary for the Hastings Highlands Public Library.

4.2 Access of the Designated Community

Access to the digital collection is dependent on third party hosting. SOLS' VITA toolkit is dependent on internet connection. Where content can be delivered to users from the Library's current repository with the SOLS program, users can have confidence in the integrity of the content and its **provenance**.

5. Expected Outcome

We will have:

- End-to-end workflows in place for processing and providing access to our digital collection
- A reliable third-party repository that is accessible to our patrons through the internet
- A searchable reference collection database available online and in the Library

Hastings Highlands Public Library Digital Heritage Strategy 2017-2020

6. Delivering the Strategy

6.1 Governance and Support

Overall governance rests with the CEO of the HHPL. He/She will be responsible for monitoring delivery of the Digital Heritage Strategy- which is part of the Hastings Highlands Public Library 2017-2020 Strategic Plan.

A future endeavour will be to recruit volunteers to assist in the digitization process.

6.2. Implementation Plan

The strategy will be delivered through projects. Annual Implementation plans describe requisite tasks in more detail in order to meet strategic priorities and future requirements. Activities will be undertaken by the Heritage Librarian with assistance from Library staff when appropriate. Plans for later years in particular will be developed in more detail as the time approaches.

6.2.1. 2018/2019

- *Technology procurement:* A new scanner will be procured, and plans initiated for implementation for the digitizing process and standards
- *New process development:* digital reformatting end-to-end workflows for processing analogue materials to digital format
- *Digital Integrity:* subscribed to the SOLS' VITA Toolkit offered through Digital Worlds.

6.2.2. 2019/2020

- *Technology procurement:* New technology will be implemented and used in earnest.
- *System Utilisation:* Use of the repository system will begin in earnest.
- *Content and metadata migration:* Existing content and metadata will be migrated onto the server.
- *Training:* Staff and volunteers will be trained to understand and perform new roles and responsibilities.
- *Audit:* The CEO and Heritage Librarian will perform an audit at the end of the strategic plan's time period to verify the strategy.

6.3 Metrics

Suitable **metrics** will be developed and trialed in 2018/2019 to enable the effectiveness of the strategy to be measured. These will be supplemented by an annual informal assessment using an approved digital collection audit methodology.

Hastings Highlands Public Library Digital Heritage Strategy 2017-2020

7. Appendix

Hastings Highlands Public Library Strategic Plan 2017-2020

Glossary

Authentic digital materials

Digital materials (photos, maps, audio, etc.) that are the original material, or created in a traditional or original way, or in a way that faithfully resembles the original.

Bit rot

The gradual corruption of computer data due to an accumulation of non-critical failures in a data storage device (i.e. Photographs that becomes corrupt after storage failure).

Born printed

An object (i.e. Books, photographs, etc.) printed as a physical object.

Designated community

An identified group of potential patrons who should be able to use and understand the services provided.

Digital collection

A digital library or repository that is an online database of digital objects that can include text, still images, audio, video or other digital media formats.

Digital content lifecycle

The complex process that content undergoes as it is managed through various publishing stages (i.e. different programs) which is managed by a collection management system (i.e. JASI).

Digital Repository

Is a collection of online resources; maps, photographs, books, etc.

Digital rights management

The intellectual property rights of the families of digital images. As those images are proliferated, they can be indiscriminately downloaded and copied. Digital protection is used to ensure that items are not used against the wishes of the copyright holders and licensees.

End-to-end workflows

Used to describe solutions that covers every stage in a particular process, often without the need for anything to be supplied by a third party. It eliminates as many middle layers or steps as possible to optimize performance and efficiency in any process.

Heterogeneous

Diverse in content (i.e. pictures, video, audio, maps, drawings, etc.).

Hastings Highlands Public Library Digital Heritage Strategy 2017-2020

Memory institutes

An organization maintaining a repository of public knowledge, a generic term used about institutions such as libraries, archives, museums, sites and monument records, clearinghouses, providers of digital librarians, and data aggregation services which serve as memories for given societies or mankind.

Metadata

A set of data that describes and gives information about an object (i.e. tag words used for search terms [Hastings Highlands], objects or people in the photos, etc.)

Metrics

The value created, which is measured by placing value on the recommendations provided.

Non-Legal

*Any document, incomplete manuscript, or object that has **not** been published in Canada.*

Print legal

Any document, book or object that has been published in Canada. This includes e-books.

Provenance

The place of origin or earliest known history of something; the significance of an item, photo or object. (i.e. the history of a maker's mark of an object, how it was used during its life of use, and who would be most likely to use the object).

Repository infrastructure

A central place where data is stored and maintained (i.e. Digital Worlds servers).

Technological obsolescence

When a technical product or service is no longer needed or wanted even though it still could be in working order. Generally occurs when a new product has been created to replace an older version.