UW Digital Repository Policies

University of Wyoming Libraries

Background and Purpose

- The University of Wyoming Digital Repository ("the repository") is an archival system which uses Islandora software maintained under contract with Born Digital, Inc. The repository is a gateway to digital and digitized content from library collections, campus resources, and state-wide partners.   This repository allows content to be searched, browsed, discovered, shared, and preserved under the supervision of the Digital Collections Office of the University of Wyoming Libraries ("UWL").
- This document will allow students, users, and managers of content to understand the scope of collections, policies applied to the preservation and access of specialized content, and supported use of the repository.

Applicability

- This policy applies to all University faculty, staff, students, and any other persons utilizing the content and services associated with the repository. ("users")
- This policy applies to both published and unpublished born-digital and digitized assets. ("content")
- Agreements: where content is shared under grant or contract with the UWL, obligations under sponsored agreements will control interpretation of policy.

Definitions

- Digital Assets – Any objects included in the repository including but not limited to content, digital records, and technical, descriptive and/or other metadata.
- [ISLE](#) – Islandora Enterprise is a community project that addresses two of the most significant pain-points in Islandora: installation and maintenance.
- Islandora - an open-source software framework designed to help institutions, organizations and their audiences collaboratively manage, and discover digital assets using a best-practices framework. It uses Drupal as a front-end for browsing/discovery, and deploys other open-source technologies, such as Fedora and Solr, to deliver a complete digital assets management solution.

Information Management

Infrastructure & Maintenance

- ISLE servers are based in Amazon Web Services (AWS) Elastic Compute Cloud (EC2) server infrastructure managed by the University of Wyoming Libraries with contracted support and maintenance from [Born Digital, Inc](#).

Storage

- Digital assets are stored in an Amazon Web Services S3 (Simple Storage Service) buckets as dictated by the ISLE structure.
- Backups occur nightly and are stored for 3 days at a time in AWS S3 storage infrastructure.
- Archival files including high resolution formats are stored in the University of Wyoming petaLibrary. Access may be available upon request.

Content Policies

Acceptable Content

Content submitted to the repository will be considered according to the following steps

- Scholarly applications - does the content belong in UW Digital, WyoScholar, or other appropriate repository?
- Display and Use - does the content require special display appropriate to ISLE (i.e. paged content, video content, custom use)?
- Description and quality - does the content have adequate/complete descriptive and technical metadata? Is the content a finished product?

Collections and content submitted to UW Digital are currently at the discretion of the Digital Collections Librarian and office. Project or collection ideas should be shared with coeref@uwyo.edu.

Formats

The following formats are currently accepted into the repository – conversion guidance and services are available:

- Newspapers: high-resolution (tiff) images of pages organized at the issue-level.
- Books: high-resolution (tiff) images of pages organized by book.

- Pdfs: portable document format – should be optimized for web viewing with accessible section titles and optical character recognition (processing can be done before loading if necessary).
- Images: high-resolution (tiff) images and medium-resolution (jpg) image collections will be accepted with accompanying descriptive metadata relevant to the intent/intended use of the collection.
- Audio: Mp3 format preferred of a high enough quality to be easily heard with accompanying technical and descriptive metadata. Transcripts of audio requested.
- Video: Mp4 format preferred with accompanying technical and descriptive metadata. Transcripts requested.

Metadata

- Descriptive Metadata is a necessity to locate and use digital assets. The UWL requires at least a Title, Creator, Date, and keyword, though further description is encouraged according to Metadata Object Description Schema (MODS) standards. We can work with submissions to map inventories and develop appropriate metadata.
- Technical & Structural Metadata are useful in varying degrees for various digital assets. For instance, photographic capture methods greatly inform photogrammetry datasets, and these data are recorded by most software and included with the images – for more information please discuss your metadata during the submission process.

Content Aggregation

- Plains to Peaks Collaborative (PPC) / Digital Public Library of America - UWL Digital Collections is a member of PPC which contributes metadata to the DPLA (UW in the DPLA).
- Google Search - the repository is indexed by Google search which provides the majority of discovery of our digital assets as of this writing.

Evaluation of Digital Assets

- Over time, items stored on the platform will be preserved as is, using best practices for digital preservation. When it is deemed necessary due to new support requirements or changing technology, this repository will be migrated to the best-suited platform to archive and share our digital assets. Preservation steps may include format migration, normalization, and/or

emulation. In addition, the proprietary nature of many file types makes it impossible to make guarantees of preservation. However, the University Libraries will do its best to provide long term open access to your content.

- Weeding is a natural phase of the information lifecycle. As such, we take time to identify and track materials that may be useful or relevant for a limited amount of time. Collections and items identified as redundant & inferior (not unique, and not the best version) will be weeded from the digital assets of the repository.

Takedown

- All deposits are considered long-term. Content may be reviewed on a case-by-case basis for removal in case of violation of deposit agreement or other exceptional circumstances. If you believe any of the content in the repository breaches your rights or intellectual property, please send details of your name, the collection containing the material, the reason for the complaint and evidence supporting it to the current Digital Collections Librarian (amandarl@uwyo.edu). The item will be temporarily removed from UW Digital while we investigate the complaint. If the complaint is upheld and the content withdrawn, we reserve the right to maintain a metadata record of the content.

Rights Management

- Sharing of content will be described by rightsstatements.org statements, the default statement for records not in the public domain will be In Copyright – Educational Use Only.
- Creative works and other special cases may consider creative commons licensing.

Compliance with this policy and period of review

- Compliance with this policy is required to support open sharing of information at the University of Wyoming.
- This policy will be reviewed yearly and updated when substantive changes occur.
- Use of the content in this repository implies agreement to respect the rights and work of others through fair use, citation, and honesty.

You're Invited to Modify and Re-Use

This document has been made available under a license. Please feel free to adapt and re-use for your repository! We suggest altering the sections that identify our repository to reflect your group's own mission statement and self-identity, and appreciate acknowledgments.

Policy Date: August 2020