Boynton Beach City Library (BBCL) Archives Digitization Priority and Action Plan

Priority 1 – Rights Management

Develop a Digital Rights Management Policy that is consistent with copyright law, acceptable to Boynton Beach governing officials and legal counsel, and in accordance with public library and archival best practices.

Task 1 – Research other public libraries with archival collections to see how they have dealt with digital rights management and what their policies are regarding public access to archival materials via the internet. Use resources from American Library Association, Society of American Archivists, and Society of Florida Archivists, including websites and listservs to create a list of possible resources to contact. **Key words:** fair use, take-down policy, copyright

Task 2 – Review pertinent portions of copyright law for its impact on providing digital content from the BBCL archival collection via the internet. Use resources from Cornell University and Copyright.gov to develop our Digital Rights Management Policy.

Task 3 – Using these resources, draft a Digital Rights Management Policy for review by Boynton Beach City Manager and legal counsel. Include summary of issues, examples of other similar institutions with digital content on the internet, and recommended actions in the draft.

Task 4 – Finalize draft and post on website (see Priority 2, Task 4).

Task 5 – Revise current Deed of Gift form to include transfer of copyright and digital rights in addition to the physical custody of the item/collection.

Task 6 – Continue to clarify ownership of items in the archives (many of these items were originally deeded to the Boynton Beach Cultural Centre). Locate previous Deeds of Gift and transfer the physical custody, digital rights, and copyright of the items to the BBCL Archives.

Priority 2 – Technical Requirements

Determine the technical requirements necessary to digitize archival items in the Boynton Beach City Library Archives and provide public access to digital collections via the BBCL website.
Task 1 – Consider the hosted options for Archival Collection Management (ACMS) database software that would best serve the BBCL archives in creating finding aids and organizing information about the archival collections. **Options:** Archon, ArchivesSpace (both available from Library Host)

Task 2 – Consider the hosted options for Digital Asset Management (DAM) database software that would best serve the BBCL archives in managing their digital assets in an online environment. **Options:** CONTENTdm (available from OCLC), Islandora (available from Lyrasis)

Task 3 – Research the preservation needs of the digital collection, once the ACMS and DAM are chosen. Consider the option of outsourcing the preservation of digital material to a trusted digital repository for ongoing preservation and migration, to keep all digitized items viable over the long term. **Keywords:** checksum, PREMIS, trusted repository, LOCKSS, migration, MetaArchive

Task 4 – Determine avenue of public access/web access. Coordinate with BBCL IT staff to upload digital content to the BBCL website using the hosted ACMS and DAM software.

Task 5 – Determine the server hardware required for providing access to the digital collection via the internet and preservation of BBCL’s digital archive.

Task 6 – Develop procedures for daily, weekly, monthly, and annual preservation tasks, including: backing up the digital collection, running checksums, and migrating data. Integrate protection of digital assets into the existing emergency plan.

**Priority 3 – Digitizing the Collection**

Administer the digitization of BBCL archival collections.

Task 1 – Prioritize archival assets/collections for digitization (use matrix to help establish priorities). Determine if assets will be digitized in-house or outsourced.

Task 2 – Develop a workflow for each type of collection to be digitized. **Examples:** newspapers, directories, documents, photographs, maps, monographs, video/film, and audio tapes

Task 3 – Create controlled vocabulary for searching across collections and for consistent database entry. Determine appropriate metadata schema based on choice of ACMS and DAM databases. **Keywords:** Dublin Core, METS, MODS

Task 4 – Catalog collections in OCLC for additional discovery on the internet.