

# Recollection Wisconsin Service Hub Collection Policy

*Reviewed May 2023*

**Partnership** Digital collections from Wisconsin cultural heritage organizations including libraries, library systems, historical societies, museums, archives and educational institutions will be considered for inclusion in the Recollection Wisconsin Service Hub based on the criteria outlined below. All metadata harvested by the Service Hub will be ingested by the Digital Public Library of America (DPLA) and made available under a Creative Commons Zero Public Domain Dedication.

- Digital collections should support the educational, recreational, and information needs of the people of Wisconsin.
- Digital objects adhere to the Recollection Wisconsin Copyright Policy.
- Digital objects are made available for use online without authentication, firewall, paywall, or other restriction.
- Metadata conforms to Recollection Wisconsin guidelines and requirements.
- Metadata is made available for harvesting at a stable OAI-PMH endpoint or other means determined acceptable between Recollection Wisconsin and the Content Partner.

**Content Scope** The Recollection Wisconsin Service Hub harvests metadata and preview images describing cultural heritage materials from libraries, library systems, historical societies, museums, archives, or educational institutions in the state of Wisconsin, or consortia or other entities authorized to act on behalf of these institutions. Formats may include, but are not limited to, photographs, postcards, maps, letters, diaries, articles, books, artifacts, artwork, audio, film, and video.

The following categories are outside of the program's scope:

- Data-only records, such as birth, death or other genealogy indexes, or other resources that do not resolve to full digital objects
- Items at the page level, such as individual newspaper pages or book pages
- Finding aids or EADs
- Institutional repository content, such as student dissertations, theses, or research data

Additional content may also be out of scope. The Recollection Wisconsin Service Hub Steering Committee reserves the right to review and determine whether content is acceptable for inclusion.

**Statement on Watermarking** Digital collections with watermarks are not prohibited, but the use of watermarks, bands, or other visible digital marking is strongly discouraged. Digital objects with watermarks will not be featured in online exhibits, social media, or other promotional activities on the part of Recollection Wisconsin or DPLA.

**Removal Policy** A Content Partner's digital collection may be removed from the Recollection Wisconsin Service Hub metadata aggregation for one or more of the following reasons:

- Digital collection is not stable or consistently available for harvesting
- Demonstrated violation of copyright law
- Digital collection is no longer available to the public at no cost or free of license
- Digital collection includes content outside of the program's scope

Removal of a collection will follow the terms of the Recollection Wisconsin Service Hub Participation Agreement.

**Policy Review** Adopted February 4, 2016. This document will be reviewed annually by the Recollection Wisconsin Governing Board.