CURATING COMMUNITY DIGITAL COLLECTIONS

Core Values

The following are fundamental principles and expectations for all "Curating Community Digital Collections" (CCDC) project participants including students, supervisors, host site staff, mentors, contract employees, academic advisors and project managers. This framework is intended to guide project decisions and professional interactions and enable participants to achieve project goals in a positive and ethical environment.

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Project Values[1]

1. **Work collaboratively to achieve realistic project goals and objectives.**
   We respect the value of others' time and resources, and we do our best to achieve outcomes that are effective, efficient and sustainable.

2. **Be optimistic and enthusiastic about our projects, host sites and digital stewardship.**
   We approach this work, despite obstacles, with a positive spirit of possibility.

3. **Promote new ideas and experimentation where possible and appropriate.**
   We encourage project participants to be curious and innovative and imagine new and creative solutions.

4. **Be sincere in our purpose.**
   We are honest with ourselves and others. We are reflective about what we do and who we are as information professionals. We recognize when we can do better and do our best to improve.

5. **Commit to equity, diversity and inclusion.**
   We believe our community is stronger when people with a wide array of experiences and perspectives come together. We respect and endeavor to better understand each other.

6. **Commit to providing a harassment-free environment.**
   We *do not* tolerate harassment in any form including verbal comments, non-verbal expressions, and inappropriate use of media related to age; appearance; ethnicity; gender identity; political affiliation; race or religion. Nor do we tolerate stalking; bullying; sustained disruption of communication; inappropriate physical contact; or unwelcome sexual attention in any form or situation.

7. **Support each other – host site staff, practicum students, professional mentors and other project participants – in their goals.**
   We are champions for the founding principles of librarianship, digital stewardship and, most importantly, project participants!

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[1] *Adapted from WiLS Mission and Organizational Values,* *http://www.wils.org/about-wils/mission-and-organizational-values*

Project Communication[2]
1. **Create an atmosphere for open, honest exchange.**
   We strive to create a thoughtful and respectful environment where open and authentic communication takes place. We welcome engagement with difficult topics when conducted with respect and care.
2. **Learn from each other.**
   We are engaged in the learning process and ask questions, offer advice, and seek out assistance from project participants as often as needed. We embrace the notion of lifelong learning as it applies to this work.
3. **Trust that people are always doing the best they can.**
   We maintain a culture of mutual respect and support. We do not demean, devalue, or put down others for their experiences, lack of experiences, or difference in interpretation of those experiences.
4. **Challenge the idea, not the person.**
   We acknowledge the differences amongst us in backgrounds, skills, interests, and values. We realize that it is these very differences that create a richer experience for all involved.
5. **Step up and step back as needed.**
   We are mindful of taking up too much communication space but also empowered to jump in when others are dominating a discussion.

Digital Preservation Foundations[3]
1. **Institutions (and information specialists) make preservation possible.**
   We recognize that libraries, archives, museums, and cultural heritage institutions are the primary facilitators of long-term preservation. The possibility and success of preservation is enabled through skills development and training, dedicated resources, and development of and adherence to short- and long-term goals.
2. **Nothing *has been* preserved, there are only things *being* preserved.**
   We acknowledge that preservation is ongoing work. It's never finished. We are comfortable with this idea and understand that each digital preservation project builds off the last and informs the next effort.
3. **Digital preservation means making the best use of available resources to alleviate the most pressing preservation risks.**
   We believe that digital preservation is a continual process of understanding the threats we face for losing content or losing the ability to render and interact with it.
4. **The answer to nearly all digital preservation questions is "it depends."**
   We understand that digital preservation is not an exact science. Making preservation decisions is largely contingent on an object's future use. Our approach will differ depending on the specific format, quantity, age and condition of an object or collection. We are comfortable with this ambiguity.
5. **Doing digital preservation requires thinking like a futurist.**
   We may not know the specific tools people will have and use in the future to access digital information, but we will stay abreast of emerging trends and innovations in digital technology – especially those that reliably inform our digital preservation work.

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[2] *Source: University of Wisconsin-Madison (2017).*
[3] *Adapted from Trevor Owens, User Centered Digital Memory (June 2017)* http://www.trevorowens.org/2017/06/getting-beyond-digital-hyperbole-tools-for-looking-forward/.