

## La Crosse Public Library Archives Digital Collections Development Policy

### **Purpose**

The Archives at the La Crosse Public Library aims to identify, collect, organize, preserve, publicize, and provide public access to primary and secondary resources that document the history of La Crosse.

The Archives is a non-circulating collection of materials that has been developed around a set of two major themes: local history and genealogy. These themes reflect the interests and information needs of archives users.

As part of our mission to help the La Crosse community evolve, adapt, and thrive, the Archives has specific goals in mind when appraising materials to possibly add to our digital collections.

### **Goals**

- To be the collections, talents, and idea innovation center of La Crosse and the surrounding region so that all of patrons discover more than what they were seeking.
- To provide current and historical official information on and public access to a broad spectrum of subjects to which a county, city, or other governmental unit or organization has given its attention.
- To provide original and primary source material for current and historical local research.
- To provide information on people, organizations, businesses, places, and events in the community and certain other selected areas.
- Become widely-known and highly regarded for our programs, partnerships, and events, which serve as a catalyst for community and personal growth.
- Regularly review the progress of the Archives to ensure that the quality and efficiency of delivery of programs, collections, and services to our citizens and visitors is the best that can be achieved.

### **Donations**

The LPL Archives is always interested in improving and expanding our collection. To do this, we rely primarily on donations of materials relating to the people and history of La Crosse. Donated materials are welcome in a variety of formats: photographs, paper, bound volumes, audio and video recordings, and digital files.

## **Appraisal**

Items donated to the LPL Archives may not always fit within our collection subject areas. If an item does not fit within a collection subject area, the donor(s) will be contacted to pick up the item(s). Additionally, all items within the collections at the LPL Archives are subject to periodic reappraisal. If an item currently within a collection is deaccessioned, the donor(s) will be contacted for pickup of the materials.

## **Archival Collection Subject Areas**

The LPL Archives serves as the official repository for historic City of La Crosse public records. In addition to local government and public records, the Archives collects materials, both digital and analog, in the following subject areas relating to La Crosse:

- Architecture, buildings, and neighborhoods
- Arts and culture
- Businesses, industries, and unions
- Education
- Individuals and family histories
- History and heritage
- Military and veterans
- Religious organizations and cemeteries
- Science and natural resources
- Service organizations
- Sports, hobbies, and social organizations
- Regional publications

## **Selection**

The LPL Archives actively collects digital records and materials that document the history of the people, organizations, and industry of La Crosse. Collection activities will focus on materials that can be freely shared with citizens of La Crosse and those visiting our community. The Archives does not discriminate against format of donations or time period.

Based on community interest, the Archives has chosen to digitize all analog copies of photos currently in the collection: in addition, the Archives scans and digitizes photos “on demand” per patron donations. Likewise, the Archives has chosen to digitize its manuscript collections, the La Crosse series, and public records. Any other scanning and digitization of materials is done on an

as needed basis. The Archives is not planning to comprehensively digitize all collections for the foreseeable future.

Archival appraisal takes place in the LPL Archives on the second floor of the library. A meeting between the archives manager, the archivist, or archives staff member and the donor(s) is necessary for all donations, regardless of size, type of material, or format.

The donor will need to complete the Photo Scan Permission Form and leave their materials with the Archives for possible accession and digitization. If donating material that is in analog format or in a type of digital storage medium (e.g. printed photographs, CD, flash drive) and the donor wishes to have their materials returned after digitization, the donor shall leave their materials with the Archives for seven days. The Archives will contact the donor when materials are available for pick up.

### **Copyright**

Most material considered for digitization will fall into one of the following categories:

- Works in the public domain
- Works under a valid open access or Creative Commons license
- Works for which the La Crosse Public Library holds the copyright
- Works for which we have obtained permission to digitize and provide unrestricted access

We may also digitize materials determined to be Orphan Works, i.e., works for which the copyright holder cannot be located. Rarely, we may digitize works known to be under copyright for educational or preservation uses only under the Fair Use protections of the Copyright Act.

For more information on copyright status, please reference the collection's finding aid.

### **References**

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[www.webjunction.org/documents/webjunction/Collection\\_Development\\_for\\_Digital\\_Libraries.html](http://www.webjunction.org/documents/webjunction/Collection_Development_for_Digital_Libraries.html).

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