

## **Mississippi Digital Library Collection Development Policy**

### **Mission**

The Mississippi Digital Library's (MDL) mission is to showcase the digital resources of the state's archives, historical societies, libraries, museums, and other cultural heritage institutions through:

- Centralized access to digital materials
- Promoting institutions' collections within the state and beyond
- Offering educational opportunities on digitization, content and digital file management, and digital preservation.

### **Audience**

The intended audience of the MDL is Mississippi residents and students, researchers, and the general public in other states and countries.

### **Participation**

Institutions may apply to participate in the MDL if their collections meet the following parameters:

1. Collections and materials selected will reflect Mississippi's available history from precolonial times to the present, its varied population, urban and rural experiences, and divergent points of view.
2. Collections and materials that do not pertain to Mississippi history may be selected if representative of a significant scholarly resource located within the state as long as they serve the educational, recreational and information needs of the MDL users.
3. Materials must be in the public domain or have permission granted to digitize and make publicly available. The contributing institution assumes all responsibility for securing permissions for collections and items. The MDL is not liable for any infringement of copyright or privacy laws.
4. Metadata must conform to standards established by the MDL.
5. The MDL sets minimum digitization standards; however, institutions may use their own digitization guidelines provided they meet or exceed the minimum standard set forth by the MDL.
6. The MDL only accepts access files for inclusion in the database. Please consult the digitization standards for acceptable formats.
7. Partial collections will be accepted. Materials may include, but are not limited to, photographs, letters, manuscripts, postcards, books, maps, slides, video, and audio.
8. Only permanent collections belonging to an institution may be included. Collections such as those on loan from another institution or personal collections are not accepted.
9. The preferred language for collections is English; however, other languages may be accepted as appropriate.

## **Ownership**

The MDL does not claim ownership of materials; ownership remains with the originating institution. Institutions may request that their materials be modified or removed from the library. All requests must be in writing. Owners of collections agree to defend and hold MDL harmless from any claims or damages which may result from users who download or otherwise use data from the library in violation of an owner's rights under state or federal law.

## **Copyright and Privacy**

The MDL is not responsible for determining the copyright or privacy status of materials submitted by contributing institutions. Each institution must determine the copyright and privacy status for materials submitted to the MDL. Submission of materials to the MDL implies that the contributing institution has either obtained permission from the relevant parties or is willing to take responsibility if a copyright or privacy infringement claim is later made.

All metadata records must contain a rights statement from [rightsstatements.org](http://rightsstatements.org) and a disclaimer.

## **Accuracy, Complaints and Corrections**

The MDL does not warrant any information in the library and responsibility for accuracy of data, facts, and information rests with the institution owning the digital content. The MDL does not alter or censor files based on content.

All corrections and complaints will be forwarded to the contributing institution. Any user request to remove items due to personal information or legal grounds will be satisfied immediately. The permanent removal or reinstatement of materials is pending the originating institution's decision.

## **Removal of Material from the Library**

Materials, collections and institutions may be removed from the MDL for one or more of the following reasons:

- Harvested collections are not consistently available and reliable
- Refusal to correct known inaccurate data, facts, or information
- Refusal to adhere to the MDL standards and best practices
- Proven violation of copyright
- Content is no longer available for free to the public
- Institutional withdrawal from the MDL

If one or more of these criteria are met, institutions will be notified and given thirty days to respond to the concerns before items are removed.

All of the MDL-hosted collections will be subject to evaluation on an annual basis. Meetings with institutions to discuss collection utilization and metadata and digitization standards will be conducted as necessary.

## **Use of Materials**

All materials in the MDL may be used for instruction and personal research without prior permission provided proper credit is given to the source. Use of the materials in the MDL for commercial purposes or in publications is not permitted without prior permission from the contributing institution. All requests for reproduction and copyright/permissions inquiries will be forwarded and handled by the contributing institution.

### **NOTICE WARNING CONCERNING COPYRIGHT RESTRICTIONS**

*The copyright law of the United States (title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material.*

*Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specific conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement.*

*This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.*

## **Evaluation**

This policy is at the discretion of the Director and will be evaluated by the MDL management on an annual basis or as needed. The last evaluation was completed February 15, 2019.