

The Digital Collections Center (DCC), located inside the Library at Purchase College, SUNY, digitizes library archives and faculty or staff requests, insofar as they concern research and teaching resources needed. The selection of materials is based on user demand and/or anticipated use. This process currently involves the scanning of requested student projects (archived at the Library); the 44 year backlog of print student projects; 35mm art history, costume, dance, and anthropology slides; archival ephemera; and special collections at the Library.

Digitization work should be scheduled in advance and the Center given an appropriate amount of time for delivery to the patron. The Digital Collections Curator will determine and communicate the time required, based on the materials' volume, condition, and remastering needs. Materials submitted for digitization that meet all the criteria listed below may be deemed viable collections material and later made available for campus use through one of three content management systems that the Center and the Curator maintains. Where possible (addressing copyright law and intellectual property standards first), materials can be made publicly discoverable. **Please note:** the DCC provides these services free of charge to all Purchase College affiliates, *but reserves the right to reject digitization requests* that do not meet the following ethical and professional criteria:

- i. All materials submitted to the DCC for digitization must be for use in preparing for, teaching, or participation in a Purchase College course; research related to a College course, program, internship, department, committee, or faculty study; a student project (senior project, capstone, Master's thesis, etc); an exhibition on campus or a College-affiliated venue; a Purchase College grant initiative; or a campus historical project.
- ii. All digitized materials must have a minimum of information that accompanies the analog item to be converted.
- iii. All materials submitted for digitization must be in reasonable handling condition, determined by the Curator. Should the item be too fragile or disintegrating, the request will be denied.
- iv. All materials submitted for digitization must be in text or image format only.
- v. All materials submitted to the DCC for digitization must not be confidential, sensitive, or personal in nature.

Common examples of materials that *will not* be accepted for digitization at the DCC include:

- Culturally sensitive materials, i.e. photographs of cultural heritage monuments, living expressions, rituals, festivals, or archaeological dig sites that are not accompanied by express written permission from involved entities and/or do not meet open access or 'commons' standards
- Family photos and slides, personal or vacation photography, or request for digital enlargements of any item deemed personal in nature
- Graphic designs, whether copyrighted or original, will not be converted to a digital format
- Analog-to-digital text conversions that violate copyright law

This policy should be read in conjunction with the Public Preservation Statement. This policy will be reviewed and updated once per year, based on the frequency and types of digitization requests, by the Digital Collections Curator and the Art Librarian. Primary contact for this Ethical and Professional Digitization Policy: lib.digital.collections@purchase.edu