

## **Public Preservation Statement**

### *Purpose*

Purchase College Library is currently engaged in the digital conversion, preservation, maintenance, and discoverability of the student body's senior projects, masters' theses, and capstone papers, campus publications, and 35mm slides held in the Library's various collections. The purpose of providing access to these materials is to publish a portion of institutional history, to capture significant portions of obsolete analog data, and to highlight the creative and scholarly works of the College's student body. This statement details the selection process for conversion; the digital lifecycle management; the preservation of all physical and digital media, related data; and with whom the responsibility of digital collections rests.

In making intentions and procedures public, Purchase College Library is establishing the authenticity, security, and accessibility of its digital collections. The Library will adhere to digital conversion and institutional repository procedures that are widely accepted as best practices for long-term maintenance and preservation of materials. These practices conform to proper archival methods, descriptive metadata standards, data ingestion and migration, and replication in preservation. Office and mission statements are set for review once every 2 years to ensure maximum suitability with contemporary standards.

### *Stakeholders*

User groups and stakeholders include Purchase College students, faculty, and library staff, campus administrators and staff, alumni, prospective students and their families, Neuberger Museum of Art staff, and all those involved in digital production at Purchase College Library. Best practices mandate that an institutional repository must be accessible by various established user groups, capable of preserving important campus collections in long-term storage in formats that avoid obsolescence.

### *Scope & Selection Criteria*

- All senior projects submitted from the opening of the college in 1973 to the present will be digitized and culled into a single institutional repository.

- All campus publications from 1973 to the present will be digitized and culled into a single institutional repository.
- A large portion of 35mm slides featuring art historical works, museum objects, and archival photographs (insofar as copyright permissions are given or rest with the institution) will be digitized.
- All additional archives born from institutional practice, or those given in whole or in part to the library, *will be assessed* for historical, artistic, and institutional value, and digitized as staff time and technological equipment permits.

### *Lifecycle Management*

The item is selected for conversion using the above criteria, then retrieved in physical form. The item is then digitized in the Digital Collections Center, located on the first floor of the Library. The format of digital text items, unless otherwise noted, will always be a highly compressed PDF that has been run through Optical Character Recognition (OCR) encoding in order to make all files fully searchable, and readable with accessibility software. Files will then be uploaded to the public side of the institutional repository and cataloged for discoverability, i.e. descriptive metadata will accompany each project so that each will be searchable by author, title, keyword, readers, or board of study. The format of digital images, unless otherwise noted, will always be a high resolution JPEG (with master TIFF files archived and accessible upon request). Image files are remastered for true color and then made fully searchable on Shared Shelf (a proprietary, campus-based database free to students, staff, and faculty).

### *Preservation & Maintenance*

After items are digitized and uploaded to an accessible domain, the digital versions of those items will be stored internally on a variety of backups, including external drives and cloud storage. In adhering to this replication across storage platforms (drives, the cloud, public domain), master and use copies will be available for retrieval at all times and obsolescence of data formats will be averted. The physical copies will be kept, as regards senior projects, campus publications, special collections, and archival records; 35mm slides will mostly be deaccessioned and removed from the Library's collections.

As regards long term maintenance, the digital items will be checked periodically in batches for bit rot and/or data loss. New master files and use/access copies will be made if the original data appears to be corrupted. If migration of data sets to *new* forms of public presentation/domain occur, the planned migration be announced in advance and will include information on where to find the newly situated institutional repository. This statement will be updated to reflect any changes in data presentation, storage, and retrieval.

#### *Deaccessioning Analog Collections*

The only physical collections slated for deaccessioning are the 35mm slides that have been collected by the college over the last 30 or so years. These slides will first be evaluated for damage (is the emulsion scratched or burned off?), then for redundancy or duplication (are they already digitized online? Do we have multiple copies of the same slide?). If they pass these two criteria, they will be digitized for use through ARTstor's Shared Shelf, openly accessible to all current Purchase students and faculty for educational purposes.

#### *Copyright and Intellectual Property*

Purchase College does not require authors to surrender or transfer their copyright. All senior projects and campus publications produced, as well as archives given in whole or in part, are subject to selection for conversion, preservation, and public access. All images, audio, and video obtained by the Library is subject to posting on Shared Shelf, a campus-based database run by ARTstor. Shared Shelf maintains the same rights to replicate copyrighted works for educational purposes as any other database, as long as the works are not commercially redistributed. This copyright clause is called the Fair Use Act.

#### *Embargo*

To request an embargo on a senior project, [[fill out this form](#)] and return to Purchase College Library.

#### *Metadata*

All items that are digitized will be either publicly posted to the Library's institutional repository or for on-campus research and use on ARTstor's Shared Shelf. These items will be accompanied by metadata to make them discoverable and researchable. In the case that

limited metadata exists (a senior project is missing, a PDF file is corrupted, etc), a skeleton record will be available insofar as possible. The information needed to create a skeleton record for the institutional repository includes the student's name, board of study, date and project title. The information needed to create a skeleton record for Shared Shelf includes the artist's name, the piece's title, a date range, and one verifiable record of authenticity (such as a museum's catalog or database record, or a gallery's date of sale, for instance). If almost no data exists about a file and the file is missing as well, no metadata record will be available at all.

### *Responsibility Statement*

The Digital Collections Curator is responsible for ensuring that digital preservation statement, strategies and procedures are created and maintained. The curator is responsible for the creation, implementation, and management of digital objects, supervises the conversion and preservation of digital objects, and advises on digital best practices. Procedures for the preservation of the digital content will be reviewed and updated on a regular basis to ensure the ongoing accessibility of these contents as technology changes or new requirements are identified. This statement was written by the curator in residence 2016-2018. To address any questions or concerns, please email [lib.digital.collections@purchase.edu](mailto:lib.digital.collections@purchase.edu).

### *Glossary*

**Archive/archival:** The long-term preservation of significant or historical materials at an institution. Of or pertaining to archival science and methodology.

**Ingestion:** The act of items being processed for uploading or storage, with metadata accompanying the items.

**Institutional repository:** A publicly accessible archive of academic and/or artistic works produced at an educational institution.

**Lifecycle:** The creation and long-term maintenance of a digital item.

**Metadata:** information that accompanies a digital item, such as title, author, publication date, format, or keywords.

**Migration:** The movement of digital data from one point to another, in this case, from internal servers to external servers to aid in public access.

**OCR:** Optical character recognition. Digital items in pdf format that are fully OCR-ed means that they are fully searchable. To search a pdf, open the pdf, then hold down the Ctrl key and the F key. This will help you search and find keywords in that document.

**Replication:** All digital items will be replicated, for the sake of adhering to proper archival preservation standards, in triplicate.

### *References*

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