

Endorsed December 2016; Revised March 14, 2017

**PRL: Pacific Rim Library**  
**Sponsored by the Pacific Rim Research Libraries Alliance (PRRLA)**

**Collection Development Policy<sup>1</sup>**  
**Drafted by the Collection Development Working Group**

**Vision**

The Pacific Rim Library (PRL) improves global access to digital scholarly materials with strong research and teaching value for its member communities and beyond.

**Mission and Guiding Principles**

The Pacific Rim Library (PRL), aka PRL Project, is created and maintained in keeping with the mission statement of the organization itself:

“The Pacific Rim Research Libraries Alliance, also known as PRRLA, focuses on cooperative ventures among academic libraries located around the Pacific Rim to improve access to scholarly research materials.”

Content has been curated by the members of the Pacific Rim Research Libraries Alliance (PRRLA) to enhance discovery, create a shared resource, and to promote the use of PRRLA collections

**Background**

The PRL project was a collaborative venture begun in 2006. The aim was to provide an aggregation of PRRLA members’ metadata from digital collections to enhance discovery, create a shared resource, and to promote our collections and our alliance. The **next generation PRL Project** builds on this model of a flagship shared collection, but will integrate updated technology and new content. On behalf of PRRLA, the UCLA Library will begin work on the first phase starting July 2016, and thereafter will help implement and maintain the next generation PRL to enhance resource discovery.

**Collection Development Criteria**

Contributors will contribute digital collection metadata for inclusion in the Pacific Rim Library (PRL) based on the following criteria:

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<sup>1</sup> The structure and wording of this collection development policy is based on the CARLI Collection Development Policy:

<https://www.carli.illinois.edu/products-services/contentdm/dig-coll-colldevpolicy>

- Have durable interest and strong research and teaching value within PRRLA and beyond.
- Represent the depth and diversity of the historical and cultural resources of PRRLA's academic and research libraries, especially rare or unique materials.
- Adhere to digitization and metadata best practice standards adopted by PRRLA.
- Contain accurate descriptive metadata that promotes the discovery and use of digital collections and enhances their availability, and be willing to follow PRL metadata guidelines.
- Be open access, and as much as possible, fall under web content accessibility guidelines used by PRRLA members.
- Ideally collections should be durable and stable, and are not anticipated to be withdrawn.
- Collections may contain born digital items or digital surrogates. Collections may include a variety of media, including but not limited to: text and manuscript documents, photographs, postcards, art reproductions, illustrations, sound, video, and representations of 3-D items.
- Exclusions: The digital collections are not to serve as: institutional archives; digital learning object repositories; substitutes for permanent preservation; or to only support individual offices or departments within an institution

### **Responsibilities of Contributing Institutions**

PRRLA members are the contributing institutions, and will have the following responsibilities:

- Ensure that metadata adheres to PRL metadata guidelines.
- Consider whether the content is available via other access points (or interfaces)
- Be responsible for responding to rights issues and inquiries for attribution and commercial use.
- Be responsible for contacting the PRL administrator if there are any problems that might trigger the "Removal Policy" (see below).

### **Copyright and intellectual property guidelines**

Intellectual property rights must be managed in accordance with applicable laws, and any necessary restrictions to access must be implemented through current institutionally-supported mechanisms. All materials made openly available must be in the public domain or cleared for public distribution. It is the responsibility of each institution to seek and maintain documentation of ownership and digitization rights for their digital collection(s).

Ownership of the digital content remains with the institution; PRRLA does not claim ownership of the content in the digital collections; PRL harvests metadata from multiple PRRLA institutions. Inquiries about permission to use content for commercial use or for attribution should be directed to the institution that hosts the digital collection.

## Metadata principles

It is anticipated that PRL will represent a high concentration of content representing the Pacific Rim region. To aid the researcher in identifying content from within this high concentration of regional homogeneity, metadata records must be precise and descriptive, and must enhance each item's geographical, linguistic, subject and format aspects. Furthermore, because each contributor is likely most knowledgeable and thus best equipped to create the most useful and meaningful metadata for its own content, it must be understood that the creation of such metadata is as important of a contribution as sharing access to the digital content being described. Contributors should adhere to the following principles.

- Creation of metadata is the responsibility of each contributing institution.
- Contributors must have the right to share the metadata they will be contributing.
- Metadata must follow PRL metadata guidelines (to be developed).
- While contributors should use their judgment to determine how the metadata will most effectively provide research value to the PRRLA members and beyond, metadata format should adhere to recognized standards, such as:
  - Dublin Core
  - What else?
  - Geographical standard?
  - Linguistic standard?
- Metadata creation should be designed to avoid overwhelming the researcher with large undifferentiated search results sets. Metadata for items within large collections should have distinctive access points that will distinguish groups of items or individual items from each other.
- Metadata should describe aspects of the content that researchers will predictably want to identify, such as:
  - Geographical detail
  - Linguistic detail
  - Subject aspects
  - Culturally specific aspects
  - Format
- Links should be stable.

## Preservation

The preservation of both the original analog materials and the digital master is the responsibility of the owning institution. PRL provides storage space for the access images and metadata within PRL's digital asset management system (DAMS) and provides backups of the images and metadata within the DAMS. Institutions submitting collections are responsible for storing digital master images and all related backups. Institutions are also responsible for maintaining the file types of items within collections to be compatible with current software.

## **Standards and Quality Control**

All PRL digital collections should be created, organized, digitized, and maintained following best practices recommended and/or adopted by PRRLA. Institutions submitting content to PRL are responsible for technical quality of the digital objects and accuracy of the metadata. Best practices document can be found on the PRL website: \_\_\_\_\_

## **Additional considerations**

The appropriateness of an item or items to be included in PRL should be determined prior to the start of collection creation. Considerations for inclusion should include:

- Extent to which the digital version can represent the original; if the full content is not to be included, the usefulness of the digital object must be carefully considered.
- Whether the digitized materials will display well using current, readily available technologies.
- File size and network capacity to deliver the digital content to the user with reasonable speed.
- Resources available at the institution to support collection organization, scanning, and processing to support and maintain the digital collection.
- Resources available at the institution to catalog and provide metadata relating to document identification, provenance, full item description, and technical capture information for each item in the collection.
- Original items that are oversized, poorly legible, require extraordinarily high resolution or true color representation may be unsuitable for inclusion.

## **Accessibility**

PRRLA endorses compliance with accessibility standards developed as part of the Web Access Initiative of the World Wide Web Consortium (<http://www.w3.org/WAI/>). It is the responsibility of each contributing institution to conform to these standards. PRRLA does not guarantee that all collections or sites linked to within the collections will comply with these compatibility standards.

## **Removal Policy**

Collections (or items within a collection) metadata may be removed from PRL if one or more of the following conditions apply:

- Copyright issues are raised about the collections content, including violations of restrictions placed by a content donor or owner.
- Metadata or a collection description provides substantial inaccurate information and is not corrected by the institution within 60 days of notification.
- Linked content is no longer available, or is not consistently available and reliable.

- Collection or items within a collection does not conform to standards and/or PRRLA best practices for digitization and metadata.
- Collection has changed such that it no longer adheres to the mission, guiding principles, collection development criteria, or standards stated in this policy.

The PRRLA Steering Committee (or its designated committee/agent) will have the final decision on removal of collections (or items within a collection) metadata from PRL. The originating institution will be notified in writing of the decision.

### **Policy Review**

The PRRLA Steering Committee (or its designated committee/agent) will review this policy annually and revise when necessary in order to incorporate changes in collection goals.

*Revised version of policy approved by the PRRLA Steering Committee on \_\_\_\_\_.*