

# **South Dakota State Library**

## **State Publications Digitization Long Range Plan**

Daria Bossman, State Librarian

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### **Mission Statement**

South Dakota State Library: serving state government, empowering SD libraries, and enriching the lives of South Dakota residents.

The South Dakota State Library will consider materials for digitization when the content supports the mission and interests of the State Library. State publications, collections from within divisions of state government, collections of local and regional importance, and thematic collections will be considered, provided that the appropriate copyright permissions have been obtained.

### **Overview**

A major initiative of the South Dakota State Library is to create a digital repository from state publications and historical documents. Digital collections will be built as part of a systematic and coordinated effort to make state publications, historical artifacts and research materials accessible to South Dakota citizens. The State Library is committed to providing long-term management of these digital resources. The materials populating the collections will be drawn from a variety of subject areas and will be selected for their potential to support the State Library's mission and strategic goals.

The South Dakota State Library Access Services staff organizes and manages the day-to-day operation of the digital program. A strong working relationship with other departments within state government is important to building a balanced and robust collection. All projects will be coordinated with the State Archives, which collects and preserves significant historical government resources from South Dakota's past. Staff will also ensure that there is no duplication with the Board of Regents' project, the Digital Library of South Dakota. While not every state publication will meet the State Library's specified criteria for digitization, those items or collections that are most significant, and often historically important, will be digitized in their entirety. These criteria are outlined later in this document.

## **Process**

Digital Services prepares and maintains in digital form collections that are consistent with this policy. The Collection Services Librarian reviews candidates for possible digitization and prioritizes projects, in conjunction with the Assistant State Librarian for Access Services and the State Librarian. After it has been determined that a proposed project supports South Dakota State Library priorities, criteria for initiation of a digital project include: fiscal and technical feasibility, property rights, and size and complexity of the collection.

Once material has been digitized, the original will be retained. Original state publications may be placed in storage, but no items will be discarded.

## **Standards**

The following standards will be used to ensure the maintenance of the digital files.

- BCR's CDP Digital Imaging Best Practices Version 2.0, June 2008
- U.S. National Archives and Records Administration's Technical Guidelines for Digitizing Archival Materials for Electronic Access: Creation of Production Master Files - Raster Images <http://www.archives.gov/preservation/technical/guidelines.pdf>
- CDP Digital Audio Working Group. Digital Audio Best Practices. Version 2.1, Oct. 2006

## **Storage and Security**

To ensure that electronic files are backed-up and secure, the State Library will use Auto-Graphics MONTAGE Digital Collection Archive Management Software. MONTAGE is a vendor hosted SaaS (software as a service) system. Servers are protected to control access using Windows based technology. Auto-Graphics stores data in its own database for the State Library. This database may be accessed only by Auto-Graphics personnel or authorized State Library staff. Auto-Graphics has a formal disaster recovery plan. Essentially, a backup site will be engaged should a disaster happen in the SaaS hosting environment. For publications that are digitized in-house, SDSL will also retain permanently an archival PDF copy of the item.

## **Timeline**

The timeframe for digitizing state publications will be determined based on funding available. The Collection Services Librarian will identify materials to be digitized in-house and materials to be outsourced for digitizing. There will be a number of state publications that will not be digitized because they are peripheral materials. The focus on digitizing state publications will be on those materials that would be of research and historical value. An estimated 65% of the collection should be digitized.

Assuming that funds are available to outsource the larger collections, 1.5 FTE will be adequate to prepare collections for outsourcing, to digitize the smaller collections that will

be handled in-house, and to handle the new state publications that are being submitted in digital format in accordance with state statute 14-1A-3.

**Timeline: Digitizing In-House Only\***

It would take 30-35 years for 1.5 FTE to make 65% of state publications available online.

\*These projections are based on the seven years since the original digitization long range plan was published in 2013, in which roughly 8% of the collection has been digitized. As processes become faster/easier, a logical projection could be 10% of the collection digitized every five years, so it would take between 30-35 years to reach the 65% goal.

**Timeline: In-House and Selected Outsourced Digitizing\***

If \$40,000-\$50,000 per year is budgeted for selected outsourcing, it would take approximately 15 years to digitize 65% of state publications. Currently the cost for outsourcing is .29 per page.

\*These projections are based on current technology available. Advancements in technology could significantly decrease the time required to digitize 65% of the state publications collection.

**Projected Costs**

Staff – One library associate and .5 library technicians will work in Digital Services under the supervision of the Collection Services Librarian. Approximate salary and benefits is \$48,000 per year.

Outsourcing – Collections that are heavily used would be outsourced to provide online access in a timely manner. An estimated \$45,000 per year would be spent on outsourcing.

Storage and Retrieval – Once state publications are digitized, they must be archived and a mechanism to search and retrieve publications must be in place. The State Library chose Auto-Graphics MONTAGEdc product for this purpose. The yearly cost for MONTAGEdc is \$3000.

Equipment, Space, Supplies – Ongoing costs, estimated \$10,000 per year.

Total Cost Estimate to operate the Digital Services Program: \$106,000 per year (best estimation).

Summary of yearly cost:

Staffing (1.5 FTE):	\$ 48,000
Outsourcing:	\$ 45,000
Storage and retrieval (MONTAGEdc cost):	\$ 3,000
Equip, Space, Supplies:	\$ 10,000
<b>Total Cost per year:</b>	<b>\$106,000</b>

## **Collection Development Policy and Guidelines**

The value of the materials and their interest to state government employees and South Dakota citizens are the primary criteria for any item being digitized. Other criteria include:

- Importance to South Dakota history
- Useful, accurate, well-documented material
- Sufficient or anticipated demand for digitized items

When an exact or similar digital copy already exists in an open access repository, another digital copy will not be created unless there is significant justification.

Materials must either be in the public domain or the State Library obtains written approval from the copyright holder.

Materials that will make significant contributions to other collaborative digitization projects will be supported and encouraged.

When gaps are identified in collections scheduled for digitization, every effort will be made to locate a copy for inclusion in the collection. If necessary, purchasing the source document and securing proper permissions will be pursued.

## **Collection Development Criteria**

After the Collection Services Librarian agrees that material being considered for digitization projects satisfies the basic mission and policy statements, he/she will also establish the project's priority and suitability for digitization. The Digital Projects Selection Checklist will be the primary instrument used for the assessment.

The following criteria are mandatory:

- Material provides adequate information for metadata creation
- Material has reliable provenance or authenticity
- The SDSL has the capacity to complete the project in timely and efficient manner

Some or all of the following criteria may also apply:

- Material is currently being requested by citizens or state employees
- Digitization has a desirable preservation outcome (e.g. reduced handling of the original or protection from misuse)
- Digitization adds value to the original by providing linking, finding aid and enhanced searching options
- If the material has previously been digitized and needs to be reformatted, the digital content can be migrated and preserved
- Material supports or completes existing digital collections
- Collection presents the possibility for enhanced collaboration
- Demonstrated or expressed need for 24/7 virtual electronic access

## **Addendum A**

### **DIGITAL PROJECTS SELECTION CHECKLIST**

As you begin discussing your potential project with a representative of the South Dakota State Library, we ask that you complete this document, place check marks next to the appropriate statements and attach to the completed request form.

#### **Rights**

The Library requires permission to distribute the digitized material to all users

- source materials are in public domain, or
- owned by the State of South Dakota, or
- copyright holder is willing to confer distribution rights

#### **Non-Duplication**

*The Library will not digitize an object for which a digital surrogate already exists and can be reasonably obtained.*

- there is no identical or similar digital product that can reasonably meet the expressed needs
- other state repositories have been checked/searched

**Please note: If the first two areas (Rights and Non-Duplication) cannot be checked, the proposed project cannot go forward. Please consult with the Collection Services Librarian or the Assistant State Librarian for Access Services if you are not sure.**

#### **Intellectual Quality**

Does the intellectual quality of the source material warrant the level of access made possible by providing digital access? Many factors contribute, but certainly they include intellectual content, historic, and physical value:

- project would have significance to other areas of South Dakota state government
- materials would complement existing collection strengths
- source materials or content have high research value
- potential for enduring value in digital form

#### **Demand**

To justify the effort and expense, there should be a reasonable expectation that the product will have immediate utility for citizens or state employees:

- would provide support for current high priority activities or areas of interest
- likely to be of long term use to citizens or state employees
- there is an active, current, good-sized audience for the materials
- there is advocacy for the project from citizens or state employees
- likely to generate new types of use or significantly increased use of existing resources
- need for virtual 24/7 access electronically

### **Collaborative across collections**

Will the combination or aggregation of original sources greatly increase their value?

Are related materials so widely dispersed that they cannot be studied in context?

- part of a collection split among a number of institutions that could be united online as a virtual collection
- contribution to development of a "critical mass" of digital materials in a subject area
- flexible integration and synthesis of a variety of formats, or of related materials scattered among many locations
- strengthen or enhance an existing resource

### **Preservation aspects**

Is the long-term preservation of deteriorated materials a project goal? While digitization does not in itself constitute preservation, there are preservation aspects to be considered, both in terms of the original materials and in terms of the files which will be created.

### **Providing surrogates**

- significant reduction in handling of fragile materials
- access to materials that cannot otherwise be easily used
- protection of materials at high risk of theft, mutilation, or deterioration

## **Addendum B**

### **Material Currently Digitized**

State publications that have been digitized, as well as born digital state publications can be found on the State Library's digital repository: <http://sdsdl-montage.auto-graphics.com/>.

State publications digitized by staff include (as of 2020):

- Governor's Inaugural/State of the State messages (territorial days to the present)
- Legislative Manuals (Blue Books) 1903-present
- Supreme Court Reports 1879-1923
- Railroad Commissioners Reports 1890-1939
- Journal of the House 1889-present
- Journal of the Senate 1890-present
- Session Laws of SD 1891-present
- Compiled laws of the state of SD and Dakota Territory (territorial days-2003)
- Historical reports from the Superintendent of Public Instruction
- Historical education documents
- Reports of the State Treasurer 1890-present
- Reports of the Attorney General 1897/98-present
- Reports of the Secretary of State 1889-1969/70
- Reports of the State Engineer 1906-1967/68
- Tax Commission/Department of Revenue 1913/14-1970
- several publications from Game, Fish, and Parks

In addition, staff members have digitized a number of items from newspaper clippings that can be found in the South Dakota State Library vertical file collection. There is also a collection of photographs of South Dakota libraries.

## Addendum C

### Future Digitization projects (priority):

- Report of the State Auditor SD AU 125:R 299/ (1885-2014)
- State Board of Health HE 125:R299/ (1892-)
- Dept of Agriculture SD AG..... (starts with 1922)
- History of South Dakota/Dakota Territory
- Official Vote of SD by counties 1889-1908 SD ST 125:V 971/ and Official Vote of SD by Counties 1889-1912 SD SS 125:V 971/ - each = one volume
- SD Educational Statistics Digest ED 525:St 29/(up to 93-94), and Education in SD, a statistical profile ED 525:St 29/3/ (after 94)
- Food & Dairy; Food & Drug Report (1902-1924) SD AG 125:F 739/R 299/
- Biennial report of the SD State Horticulture Society (1962-1970) SD AG 125:H 789/R 299
- Biennial report of the Commissioner of Immigration (1918 and 1924) SD AG 125:Im 6/R 299/-924
- Annual report of the State Board of Agriculture (1935-1948) SD AG 225:R 299/
- Biennial Report of Superintendent of Banks (1920-1969) SD CC 225:R 299/
- Annual report of the Commissioner of Insurance to the Gov of SD (1897-1962) SD CC 500:R 299/
  - Became Biennial (1963-1970)
- Public Utilities Commission annual report (1940-present) SD CC 875:R 299/
- Biennial Report of the Board of Charities and Corrections (1889-1970) SD CH 125:R 299/
- Annual report SD State Library (1979; 1997-2003) SD ED 825:R 299/
- Biennial report of the SD Free Library Commission 1908-1950
- Public Documents of the State of SD (1892-1917) SD EX 125:D 657/
- Biennial report of the Executive Accountant (1911-1924) SD EX 175:F 49/R 299/
  - Followed by Annual report of the Department of Finance 1926-1962 – same call number
  - THEN followed by Biennial Report of the Department of Finance 1962-1970 – call number changed to R 299/2
- SD Board of Health annual report (1906-1938) SD HE 125:V 83/
- Biennial report of the Commissioner of School and Public Lands (1891-1970) SD LA 125:R 299/
- Report of SD State Council of Defense (1917) SD MI 125:D 225/R 299/
- Biennial report of the State Geologist (1913-1976) SD NA 150:R 299/ and Report of the State Geologist 1908 SD NA 150:B 874/no.4
- State Geological Survey Special Reports SD NA 150: Sp 31/