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| <b>The University of British Columbia Library</b> | Document No.                                      | DP-007                 |
|   | Approval Date                                     | <i>August 15, 2016</i> |
|   | Last Revision                                     | <i>May 25, 2017</i>    |
| <b>Title</b>                                      | Digital Preservation Collection Management Policy |                        |

### **Purpose**

The purpose of this policy is to provide direction on how UBC Library’s digital repository is to be populated with diverse digital content in a way that is coherent, forward-looking and sustainable. This is in accordance with [UBC Library’s Strategic Directions](#), one of which is to "ensure the long-term preservation of print and digital collections”.

The purpose of UBC Library’s digital repository is to host a critical mass of works that has intellectual significance and long-term value, and deliver this in an environment that allows for ease of searching, browsing, retrieval and reuse. Content decisions are based on recognized collection development principles such as: authority, originality, curricular and research relevance, timeliness, breadth or depth of coverage, and demand. It is understood that these principles apply to all subject or research areas, across all chronological periods and geographical regions, and that the materials acquired would be in English or French predominantly, but could comprise other, including Indigenous, languages.

This policy is intended to capture what is important to include in the repository.

### **Background and Mandate**

Collections – both physical and digital – are at the core of UBC Library’s mission. With more than seven million volumes, the Library is a vital support for research, learning and teaching excellence at UBC. Equally important is the stewardship and preservation of our materials for future generations of users, including students, faculty, staff; content providers; and members of the general public. In addition, relevant metadata is hosted alongside full-text content in order to provide users with a wider range of possibilities for discovery and scholarly output, thus offering the opportunity to enrich the researchers' environment.

Open Collections is the public facing interface that provides access to digital objects hosted in UBC’s repositories. Open Collections is greater than the sum of its parts since it provides users with the opportunity to explore our collections in innovative new ways, such as cross-repository and cross-collection searching, bulk metadata downloads, and access to an Open Collections API to access, analyze and manipulate data, taking research to another level.

## **UBC Library Unit Collection Policies**

cIRcle Acquisition Policy and Content Guidelines (<https://circle-23jan2015.sites.olt.ubc.ca/circle-content-guidelines/>)

UBC Library Digital Collection Development Policy  
(<http://digitize.library.ubc.ca/documentation/>)

Policy and Guidelines for the Transfer of General Collection Material to Rare Books and Special Collections (UBC Vancouver and UBC Okanagan)

(<http://collections.library.ubc.ca/about-us/policies/library-collections-transfer-policy/>)

UBC Library Rare Books and Special Collections General Guidelines for Collecting and List of Major Collections

(<http://rbsc.library.ubc.ca/files/2013/07/acquisitionspolicypublicweb1.pdf>)

UBC Policy on University Archives, No. 127

(<http://www.universitycounsel.ubc.ca/files/2010/08/policy127.pdf>)

UBC Policy on Records Management, No. 117

(<http://www.universitycounsel.ubc.ca/files/2010/08/policy117.pdf>)

Given the evolving nature of information resources, this Collection Policy should be brought up for review every two years by the Digital Preservation Working Group.