

# College Archives & Special Collections Digital Materials Policy

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## Introduction

Columbia College Chicago is an institution whose principal commitment is to provide a comprehensive educational opportunity in the arts, communications, and public information within a context of enlightened liberal education. Columbia's intent is to educate students to communicate creatively and shape the public's perceptions of issues and events and who will author the culture of their times.

Archives & Special Collections serves as the designated repository for records of Columbia College Chicago, collections of select rare books & publications, and special collections materials. Its collections support the college curricula, documents and disseminates the narrative legacy of the college, and offers quality open access online research materials globally.

## Purpose

This policy is meant to explain the content and evaluation of digital or digitized materials created by or collected by the Archives that is:

- housed within both closed access and open access systems managed by the unit.
- destined for use in the college learning management system for teaching purposes.
- maintained as a collection for on-campus use by researchers and scholars.

## Selection

Archives & Special Collections at Columbia College Chicago selects, manages, and creates digital collections in support of the disciplines taught at the college, projects developed by members of the college community, and/or the scholarly work of its students, faculty, and staff for the benefit of the Columbia College Chicago community, researchers, scholars, and other worldwide researchers and viewers. Any materials to be ingested into the open-access or the learning management system for teaching purposes requires permission from the creators of the works or must be in the public domain; Archives & Special Collections staff facilitates requests for such permissions.

Archives & Special Collections maintain and conduct [digital preservation](#) standards to all its held materials and provide continued oversight of college digital materials kept in perpetuity.

## Open Access Digital Systems

- *Institutional Digital Repository*: provides free, worldwide access to scholarly, creative, and cultural works generated by Columbia College Chicago members and select special collections materials, that include publications, images, student research, in document, moving image, and audio formats. The system is currently hosted by bepress using its [Digital Commons](#) system.

- *Institutional Web Activity*: provides free, worldwide access to the web activity of Columbia College Chicago over time, as gathered and selected by Archives staff through set web crawls at predetermined times throughout the year. [Archive-It](#), a function of the Internet Archive, allows for web archiving and collection and access of cultural heritage information on the web.
- *Digital Exhibit Platform*: exhibits content has been generated by classes, college departments, and archival staff and students on this platform designed to host exhibitions online. The system currently used is Omeka, a digital exhibition platform for showcasing thematic collection items.

## Closed Access Digital Materials

Archives & Special Collections is responsible for the collection and long-term maintenance of born-digital or digitized materials that do not have access permissions and are not made available to the public, though several are available to onsite researchers.

These archival records and special collection materials are housed within closed systems, maintained at recommended digital preservation-levels,

- *College Records*: Archives is responsible for gathering materials per the college Records Retention Policy in all formats, many not available for public accessibility, that are to be preserved in perpetuity.
- *Special Collections*: all materials that had been digitized for use in any open access systems or any born-digital materials are maintained in preservation formats to be preserved in perpetuity.
- *Student Work*: all submitted work created by students is held within closed systems for preservation and to be held in perpetuity. Only the student work with releases will be made available online on open access systems.

## Created Digital Collections in Open Access Systems

Archives staff will create digital collections based on three broad criteria:

- The research value of select materials is of import.
- The materials are requested often by the college community.
- Juried student work and student class project work holds permissions granted by student creators for research on a global platform.

Created collections are defined as the act of turning physical items into digital ones (digitization) for the purposes of broad research use or retention as evidence of student work for accreditation organizations.

## Created Digital Collections for Classroom Use

Archives & Special Collections partners with faculty to develop course-specific instruction using primary materials from its collections and digitization of selected materials for use in online instruction is also possible. Faculty who are interested should contact: [archives@colum.edu](mailto:archives@colum.edu).

## Rights, Releases, and Permissions

Authors or creators of work or items submitted for deposit to the College Digital Repository must hold copyright to the work and complete and sign a Release Form for the content to be made available as open access before it is uploaded online.

## Removing Digital Materials from Open Access Systems

The Columbia College Chicago Archives & Special Collections reserves the right to remove or redact material from its open access, online systems when required by the college legal counsel.

## Privacy

When uploading content to open access, online systems, care will be taken to assure privacy is respected. Home addresses, personal email addresses, phone numbers, signatures, and similar personal information will not be displayed to the public.