

# Digital Collection Development: Moving from Short-Term Solutions to Long-Term Strategies

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# Short-Term Solutions

- Grant-funded projects
- Rights and reproductions requests
- Fulfilling priorities set by other stakeholders inside or outside your institution
- Reusing or adapting digital assets that already exists

# **5 Steps for building long-term strategies...**

# 1. Define your collection's purpose

- Preservation?
- Access?
- Management?
- Outreach?
- Curation/Interpretation?
- Innovation?
- All of the above?

## 2. Define your audience and scope

- What public image do you want to create for your collection?
- To whom do you want to tell your story?

# 3. Identify Selection Criteria

- Significance of Materials
- Current or Potential Users
- Cataloging and Metadata
- Relationship to other Collections
- Non-Duplication Effort
- Funding Sources
- Copyright Clearance
- Condition of Materials
- Representative of work's intellectual scope

## 4. Set standards for acceptable items

- [Federal Agencies Digitization Guidelines Initiative \(FADGI\)](#)
- [ALCTS Minimum Digitization Capture Recommendations](#)
- Metadata! (Should have a separate metadata policy document)
- Rights! (Public Domain, Creative Commons or RightsStatements.org?)

# 5. Explicitly address what items will be excluded

- Institutional records?
- Websites?
- Datasets?
- Unprocessed or uncatalogued items?



# Now you're ready to write your policy!

Examples:

[Chemical Heritage Foundation](#)

[Amherst College Library](#)

[Cornell University Library](#)

[National Museum of Australia](#)

# Thank you!

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