

ARIZONA MEMORY PROJECT

Arizona State Library, Archives and Public Records
A Division of the Secretary of State

Arizona Memory Project Collections Development Policy
Updated: January 2017

1. Overview

The Arizona Memory Project (AMP) is a service of the Arizona State Library, Archives and Public Records (LAPR), a division of the Secretary of State, with funding from a Library Services and Technology Act grant from the Institute of Museum and Library Services.

AMP is aided by a Collection Development Advisory Group, which provides general insight and recommendations. The Group is comprised of the AMP Coordinator, LAPR staff (including a tribal nations liaison), and community members, which may include representatives from state universities, community colleges, local historical institutions, and public libraries.

This Policy supersedes the previous version dated December, 2013.

1.1 Purpose

The Arizona Memory Project is a publicly-accessible online platform for curated digital collections focused on central themes, which have substantive and meaningful connections to Arizona history and culture. All collections on AMP should have clear historical utility and research value to users.

AMP is arranged as a compilation of digital collections selected by various Arizona institutions as representative samples of their holdings. Collections are contributed internally by LAPR, and by external institutions (Partners) throughout the state.

AMP is not a preservation tool, and it does not store digital files. It is an access platform only. Thus, AMP should not be used as a replacement for preservation, or a substitute repository for archives. Partners should retain master copies of all material submitted to AMP and employ their own preservation plans.

1.2 Audience

AMP is broadly intended for those interested in Arizona history and culture. This includes the general public, government employees, students, educators, and researchers, both scholarly and amateur.

2. Partner Eligibility

2.1 Criteria for Selecting Partners

Partner eligibility is open to all institutions that have material with clear and meaningful connections to the history and culture of Arizona. Eligible institutions include:

- State agencies in Arizona and other local government entities
- Cultural institutions, including schools, libraries, historical societies, charitable or philanthropic institutions, and non-profits
- Private businesses and corporations
- Private individuals, contingent on prior approval from LAPR staff

3. Scope and Coverage of Content

3.1 Subject Areas

Subject matter and material content must clearly reflect Arizona history and culture. Subjects include, but are not limited to:

- Agriculture
- Arts and architecture
- Business and industry
- Crime and violence
- Education
- Family and community
- Government and politics
- Health and Well-being
- Land and resources
- Leisure and travel
- Military and war
- Native Americans
- Race and ethnicity
- Religion and philosophy
- Science and technology
- Society and culture
- Transportation
- Work and labor

Material may represent or date back to any historical time period, including pre-Columbian, Spanish, Mexican, Territorial, and modern eras.

3.2 Collection Criteria

The AMP Coordinator and LAPR staff will evaluate collection applications to ensure they fit the scope of this Policy.

3.2.1 Character of Collections

Succinctness: Ideal collections will highlight the strengths of Partner’s holdings by offering a representative sample of what the institution has to offer.

Historical Value: Ideal collections will demonstrate their historical significance by telling the story of Arizona’s statecraft and change over time.

Usability: Ideal collections will have comprehensive metadata that provide context, and enable users to identify the who, what, when, where, and why of all collection material.

Uniqueness: Ideal collections will be unique, defined in this Policy as, “Material that is relatively unavailable or inaccessible from other sources, and contains special properties of literary, artistic, political, or historical value that connect to broader patterns of state development and set it apart from more commonly found content.”

Distinctness: Ideal collections will be curated to minimize redundancy and duplication. The content and description of material should be distinct from other material within the collection, and from other collections on AMP.

Publication Status: Material may be published or unpublished.

3.2.2 Size of Collections

There is no fixed limit on the material or data size of a collection, but LAPR will work with each Partner to determine the appropriate size for each proposed collection.

A general goal is 25-100 items for each collection. Partners who wish to submit larger collections should consider breaking down the material into multiple collections. Notable exceptions include serial publications and ongoing documentation (e.g. annual reports).

LAPR may choose not to accept collections on an all-or-nothing basis. If Partner plans to submit 75 digital objects, for example, LAPR may choose to accept only 40.

3.2.3 Types of Material

Material may be digitized, or born-digital.

LAPR will accept most types of material, including text, photographs/images, maps, audio and video recordings (e.g. oral histories), and ephemera.

LAPR will generally not accept the following types of material, but exceptions may be made:

- Yearbooks
- Phonebooks

3.2.4 Watermarking

Partners may use watermarks or other branding features for image protection, but the watermark should not hinder research value by blocking significant content from view.

4. Digitization Guidelines

4.1 Digital Standard

Because of the various factors that determine quality, there is no universal standard for AMP material.

A general goal of 300 ppi (pixels per inch) is encouraged for text and image files, but some customization may be necessary. Images with broad environments may only need 150 ppi, for example, while images with fine details may require 600 ppi. Content should remain readable even after magnification, without resulting in significant blurring or pixelation.

Audio and video files must be intelligible.

4.2 File Format

Material may include text, image, audio, or video files. Material may be in any format that can be accessed by common browser and software applications, including but not limited to, DOC, TXT, TIFF, JPEG, HTML, PDF, MP3, and MP4.

4.3 Maintenance/Migration

If Partner has material in formats that are deemed obsolete by commonly held technology standards, Partner will need to migrate this material to current and accessible formats before offering to AMP.

If LAPR changes AMP's content management system, LAPR will assume responsibility for migrating AMP collections from the old system to the new one.

4.4 Storage and Preservation

AMP is not a storage or preservation tool. Partners that contribute master or preservation copies to AMP should employ additional methods to store and protect such files. AMP is not an archive or repository.

5. Metadata Guidelines

The Arizona Memory Project Metadata Guidelines are based on the *Western States Dublin Core Metadata Best Practices*. This metadata standard promotes the uniform application of descriptive metadata to ensure quality control, search precision, and interoperability across all AMP collections.

Material prepared for AMP must be ready for metadata description and/or uploading. Partner institutions must use AMP's Metadata Guidelines.

Certain metadata fields are required in order to ensure discoverability and usability. LAPR will not approve material with insufficient metadata.

6. Copyright, Privacy, and Cultural Sensitivity

Material must comply with LAPR policies on copyright, privacy, and cultural sensitivity.

6.1 Copyright

Partners must respect copyright law when submitting material to AMP.

Partner must choose the appropriate rights statements that accurately define the copyright status of every item in each collection. Rights statements are available at: <http://rightsstatements.org/page/1.0/?language=en>

6.2 Privacy

LAPR will uphold the American Library Association Code of Ethics, which states that "we protect each user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted."

Partners are responsible for respecting the privacy of individuals or groups by not submitting sensitive material to AMP that may reasonably constitute a breach of privacy.

6.3 Cultural Sensitivity

Culturally sensitive material is defined as "artifacts, specimens, or material whose treatment or use is a matter of profound concern to living peoples." They include, but are not limited to, human remains and associated funerary artifacts and specimens, which are part of a cultural death rite or ceremony and reasonably believed to have been placed with individual human remains either at the time of death or later.

Ceremonial artifacts/specimens, especially those associated with "esoteric knowledge," include items that are needed by traditional religious leaders for religious purposes.

Relationships between AMP Partners and all cultural groups will be governed by respect for human rights, compliance with applicable law, and the values of research and public education. LAPR recognizes the value of historic and scientific research, public education, and the need to pursue these activities in a respectful, non-intrusive manner that recognizes the rights of nations and peoples.

LAPR will strive to resolve questions of the disposition and treatment of sensitive material through cooperative and timely discussions with interested Native American or other cultural groups. Where issues remain after good faith discussions, LAPR will attempt to settle these issues through mutually agreed upon processes of mediation or arbitration.

Partners are responsible for restricting access to material known or thought to contain culturally sensitive content by not submitting such material to AMP.

7. Submitting a New AMP Application

Applications are non-competitive, and independently evaluated against this Policy.

Step 1. Partner submits a Collection Intent Application, a proof-of-concept reviewed by the AMP Coordinator and LAPR staff. Within thirty calendar days, the AMP Coordinator will respond with a decision:

1. Approved. The application is accepted, and Partner receives a notification. The Partner may move forward with the project.

2. **Revise and Resubmit.** The application shows promise, but is either incomplete, or requires minor changes to fit the scope of the Policy. The AMP Coordinator will work with Partner to make the necessary revisions.
3. **Denied.** The application is incomplete or shows no promise of fitting the scope of the Policy, even with major revisions.

Step 2. Once the application is approved, the AMP Coordinator sends Partner a Memorandum of Agreement (MOA), a document that formally approves moving forward with the collection.

Step 3. Upon signature of the MOA by both LAPR and Partner, AMP Coordinator schedules a site visit, as needed, at Partner institution to set up the content management system, train staff, and answer any questions.

Step 4. Partner enters metadata for the collection(s) and uploads for approval.

Step 5. AMP Coordinator reviews the collection according to the standards of this Policy. Within thirty calendar days, the AMP Coordinator will confirm whether the collection is ready for publication on AMP, or needs revisions. If the metadata are insufficient, LAPR will ask Partner to make revisions until metadata standards are satisfactorily met. If standards cannot be met, LAPR may reject the collection.

Step 6. After a final review, AMP Coordinator publishes the collection on AMP, and confirms collection publication with Partner.

Partners may submit multiple collections simultaneously, or additional collections in the future, but each collection requires its own Collection Intent Application and Metadata Workbook.

Partners may keep the content management software after installation, but some administrative rights are assigned as-needed. After a collection is published on AMP, the AMP Coordinator will turn off these rights until Partner needs them again.

Every Partner will receive monthly statistics reports on their collection(s) upon request.

8. Expanding an Existing AMP Collection

Partner may add material to one or more of their existing AMP collections, but Partner must inform LAPR of their intent to do so by completing a Request to Expand an Existing Collection form.

LAPR reviews and approves the additions before they are published on AMP.

Partner may expand multiple collections, but each collection requires its own Request Form.

9. Removing Material from AMP

Although AMP collections are generally assumed permanent, certain circumstances may arise in which material is considered for removal. Such circumstances include:

- If a copyright dispute cannot be resolved
- If material is found to breach the privacy or cultural sensitivity of an individual or group, or related parties with vested interests in that individual or group
- If material is found to have been plagiarized or stolen from another source
- If material does not fit the scope of this Policy
- If Partner institution goes defunct, and no successor or other institution takes custody of the collection(s) exhibited on AMP

Public users who would like content removed from AMP must submit a Public Request to Remove Material from AMP to the AMP Coordinator, who will inform the appropriate Partner and the Collection Development Advisory Group.

Partner institutions may request to remove material from their own collections by contacting the AMP coordinator and completing a Partner Request to Remove Material form.

Material from AMP will not be removed without prior written notice from LAPR to the appropriate Partner.

10. Changes to the Collections Policy

10.1 Retention/ De-selection Policy

If this Policy changes, material or collections that are no longer within its scope may be revised or removed. LAPR will notify the appropriate Partners, and offer to work with Partners whose collections are affected by such a change to revise their content to fit the new Policy.

10.2 Revision of Existing Collections

LAPR may occasionally ask Partners to review their collections for the purposes of improving metadata or other content issues. If Partner and LAPR cannot resolve the issues in question, the material or collection(s) in question may be removed at LAPR's discretion. No material will be removed without prior written notice from LAPR.

10.3 Review of Collection Development Policy

LAPR will review the Collection Development Policy annually. Partners will be notified of any changes, and receive a copy of the updated Policy. Partners whose collections are affected by a Policy change will be contacted separately to discuss necessary revisions.

11. Challenges and Complaints

If a public user challenges material on AMP or submits a complaint, the Collection Development Advisory Group will review the challenge/complaint to decide the best recommendation.

Challenges may include underrepresentation of specific communities, and issues regarding compliance with copyright, privacy, or cultural sensitivity.

Complaints may include content that is considered offensive, derogatory, or harmful to a person, group, or community.

LAPR will endeavor to find a mutually agreeable solution, but if this is not possible, the State Librarian will make the final decision.

No challenged material will be removed from AMP unless LAPR makes this determination.

12. Related Agreements- Memorandum of Agreement (MOA)

The Arizona Memory Project is a collaborative effort between Arizonan cultural and historic institutions, and LAPR. The Memorandum of Agreement is designed to facilitate collaborative work and to provide a framework for better understanding between the two parties. The MOA addresses the nature of the collaborative effort and how participating parties agree to share responsibility for creating, and providing access to, a robust digital collection representative of Arizona history and culture.