Digitization Priorities

Content and Information Delivery Branch
Government & Heritage Library, State Library of North Carolina
Updated June 2016

What is this document and Who is it for?

This document describes the "why" behind our decision making and selection process for materials we scan for our digital collections at the Government & Heritage Library, State Library of North Carolina. It is intended primarily for State Library and Department of Natural and Cultural Resources staff, but may also be useful to other libraries and state agencies.

General Statement of Prioritization

State Publications that have not been scanned by other institutions are our first priority for digitization funds. These come first because they represent content that is central to the mission of the Government & Heritage Library and often not available from other repositories.

Scanning requests originate from staff at state agencies, library staff, and directly from patrons.

Everything else we scan is prioritized based on patron need, popularity, impact across North Carolina, and/or feasibility.

Digitization Priorities and Decisions by Content Type

State Publications

State Publications are created by employees of the state of North Carolina for public consumption.

Scanning Location: Via outside vendor or on-site if materials are fragile or if other considerations make it preferable to scan the material on-site.

Notes
- Most funding for digitizing State Publications is provided by a Library Services and Technology Act Grant.
- For serial issues, preference is to do complete runs rather than single issues.
- Size and binding can influence if and how soon items are scanned.
- We generally avoid digitizing college or university publications because many of those institutions have their own digitization programs and funds.

General Collection

Here, "general collection" refers to any print item in the library's collection that is not a State Publication or a Federal Document.

Triage
1. Was it published before 1923? If not, we cannot scan due to copyright issues. If yes, proceed.

2. Has it been scanned elsewhere? If no, then it is a candidate for digitization.

Scanning Location: On-site or via outside vendor.

Genealogy Vertical File Content

Genealogy Vertical File content includes genealogical research items that have been donated by patrons.

Priority
- Selected items filed in family surname files are candidates for being scanned.

Scanning Location: On-site.

Notes
- Pages we consider to be out-of-copyright or not copyrightable can be accessed at http://digital.ncdcr.gov.

Contact

Please contact us at 919-807-7450 or digital.info@ncdcr.gov with any questions regarding our digitization priorities and policies.