Digital Repository Collection Guidelines

Mission of the Digital Information Management Program –

To identify and promote solutions to ensure long-term preservation and ready and permanent public access to born-digital and digitized information produced by (or on behalf of) North Carolina state government.

Target Audiences –

Primary (concentrate outreach efforts)

- Hobbyist/genealogist – desires more in-depth information on a particular topic.
- Libraries – to assist library patrons in their information gathering efforts.
- Scholar/researcher – desires in-depth information to support research.
- State Agency employees – desires information to support their work-related duties
- Students/teachers – seeks basic level of information to support their K-12 learning environment.

Secondary (other audiences that may benefit from service)

- Business/industry – obtains information to support their business initiative.
- General public/Library patron – seeks general information or curious about various topics.

Collecting Levels[i] –

A) *Comprehensive Collection (all collected by the Library via the Clearinghouse program)*

- State agency created or commissioned publications including core collection documents,[ii] which, if they were in print format, would be subject to depository distribution[iii] (includes content received on CD ROMs and supplementary CD ROM materials).

B) *Extensive Collection (collect as much as possible)*

- State agency information assembled, linked to, and/or issued for citizen information or education (i.e., state agency websites).
- North Caroliniana, including biographical, historical, or genealogical information held by the State Library of North Carolina
- North Caroliniana content made available through partnerships with other institutions

C) *Basic Collection (collect what is readily available and/or submitted)*

- State agency created videos
- State agency created audio (e.g., podcasts)
- North Carolina regional, county and municipal documents
- North Carolina newspapers distributed freely on the web

D) *Minimal Collection (only collect if submitted)*

- Other state agency created content that is not out of scope
    - Event notices/programs
    - Student newspapers
    - Databases containing public information that are now static and/or defunct
    - Internal newsletters
- Published directories

E) *Out of Scope (do not intentionally collect)*
- State agency meeting agendas and minutes
- State agency internal training materials
- Interim reports and drafts
- State agency internal policy and procedure manuals
- Recruitment materials
- Educational course schedules
- State agency contracts
- State agency calendars
- State agency memoranda
- Unit and section budget requests
- Job announcements
- Press releases
- Appellate division reports and advance sheets distributed by the AOC
- S.B.I. Investigative Bulletin
- Documents that will be reproduced in the Senate or House Journals
- Confidential documents (defined in Article 17 of Chapter 120 of the G.S.)

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[i] "Collecting Levels" are defined by how actively the Library pursues acquisition of materials, e.g., "Comprehensive Collection" means that the Library, through the Clearinghouse program, will submit (as they are able) to the Digital Repository all born-digital materials listed in subsection "A" and as much as possible from subsection "B" below. Not all state documents fall within the scope of the Clearinghouse, however. Those materials that fall within the less active collecting levels will be assessed for possible inclusion into the Digital Repository on a case-by-case basis by DIMP staff. For an example of materials that are/were not collected as part of the Clearinghouse, but are still viable candidates for inclusion into the Digital Repository, please see the digitized collection "From Crossroads to Capital: The History of Raleigh [http://tinyurl.com/5u5gtb]."

[ii] For a full list of core collection documents, see the "Core Collection of North Carolina State Documents," North Carolina State Publications Clearinghouse, State Library of North Carolina (http://statelibrary.dcr.state.nc.us/stdocs/handbook/corelist.htm)

[iii] Please refer to the North Carolina State Publications Clearinghouse website for information related to policy, copyright, and transmittal (http://statelibrary.dcr.state.nc.us/tss/deposito.htm)