MEMORYBC – DIGITAL OBJECTS POLICY

PURPOSE
1.00 The purpose of this policy is to control the properties and methods of use of Digital Objects uploaded to MemoryBC.

DEFINITIONS
2.00 Contributor: a member institution (including individual(s) representing that institution) of the Archives Association of British Columbia with permissions to add or change content in MemoryBC.

3.00 Digital Object: a discrete aggregation of one or more bitstreams and the metadata about the properties of the object and, if applicable, methods of performing operations on the object.

4.00 Simple Digital Object: a single content file, its derivatives, and metadata.

5.00 Complex Digital Object: two or more content files, their derivatives, and metadata relating to them.

SCOPE
6.00 This policy applies to all Digital Objects uploaded to MemoryBC.

POLICY
Digital Object Uploading
7.00 MemoryBC will only accept simple Digital Objects for upload. Complex Digital Objects will not be accepted.

8.00 Contributors shall apply a one-to-one relationship between the Digital Object and its archival description in accordance with the Metadata Encoding and Transmission Standard (METS).

9.00 Contributors shall have three options for managing Digital Objects on Memory BC:

9.01 to have no Digital Objects added to descriptions;
9.02 to upload a URL directing researchers to Digital Objects stored at a separate location; MemoryBC will automatically generate a thumbnail image stored internally. This option incurs no fees;

9.03 to upload low resolution jpegs for storage, the size of which shall be large enough to be easily converted to 480 pixels on the width; MemoryBC will generate a thumbnail image stored internally. The Contributor will contract directly for storage with Artefactual Systems on an annual basis.

Contributors’ Responsibilities and Rights Management

10.00 Contributors are responsible for the collection of rights that apply to each of their Digital Objects. The AABC does not accept responsibility for copyright or other rights pertaining to a Digital Object.

11.00 Contributors may only upload Digital Objects that have been formally donated in accordance with their institution’s acquisition policy and are in the legal possession of the institution.

12.00 Contributors shall maintain and upload a description of the Digital Object that is compliant with the Rules for Archival Description.

13.00 Contributors are responsible for maintaining a preservation master of the Digital Object uploaded to MemoryBC.

14.00 Contributors must define all rights that apply to a Digital Object in the related description.

15.00 Contributors are responsible for having policies that manage all reproduction rights and activities for their Digital Objects.

RELATED STANDARDS

RAD: Rules for Archival Description, Canadian Council of Archives, Canadian Committee on Archival Description.  http://wwwcdnouncilarchives.ca/archdesrules.html


Premis: Data Dictionary for Preservation Metadata: http://www.loc.gov/standards/premis/