



# Archives Association of British Columbia

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## ***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;



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- 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://www.cdncouncilarchives.ca/archdesrules.html>

METS: Metadata Encoding and Transmission Standard (METS), Network Development and MARCStandards Office, Library of Congress. <http://www.loc.gov/standards/mets/>

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