

## **Theodore Roosevelt Digital Library Collection Development Policy**

### **Mission and Collection Criteria:**

The collections in the Theodore Roosevelt Digital Library (TRDL) are created and maintained for an audience of scholars and students, as well as a general audience with an interest in Theodore Roosevelt and his contemporaries. The TRDL is accessible freely via the Internet and in accordance with the mission of the Theodore Roosevelt Center (TRC) “to serve scholars, tourists, teachers, curious citizens, and students of all ages as they explore the life and achievement of the 26<sup>th</sup> President of the United States.”

The collections in the TRDL support access to significant historical collections in libraries, museums, archives and other cultural heritage institutions which pertain to the life and times of Theodore Roosevelt, his family, his friends and his contemporaries. To acquire such collections for the TRDL, the Theodore Roosevelt Center works in close collaboration with contributing entities, offering advice, and in some cases funding, equipment, and personnel to assist in digitizing the materials.

If you have items you would like to offer for inclusion in the collection but are unable to scan them yourself, we may be able to offer assistance. Please contact Theodore Roosevelt Center staff to discuss how they can help.

### **Collections to be included in TRDL need to meet the following criteria:**

#### **Copyright**

The TRDL will take all materials regardless of copyright status and then handle the copyright issues in-house. This may require negotiation with the copyright holders on the part of TRDL staff or withholding the images of a copyrighted item from public presentation on the Internet.

#### **Ownership**

The TRDL collections are made available for educational and fair use purposes. The TRDL does not claim ownership over the content in the TRDL except that which come from the Theodore Roosevelt Center. Ownership of the digital content in the TRDL remains with the contributing institutions.

#### **Technical Standards and Quality Control**

All collections contributed to the TRDL should be created, organized, and maintained according to the Theodore Roosevelt Digital Library Imaging and Metadata Standards. Institutions contributing content to TRDL are responsible for the quality of their digital objects and accuracy of their metadata. A review of the materials to be included will be conducted by TRDL staff when received, and a collection in poor condition may be rejected until the project standards are met.

Items for inclusion in the TRDL may comprise a variety of formats including but not limited to: manuscripts, diaries, letters and published text; visual images such as photographs, postcards, maps, art reproductions, and illustrations; audio or video; and representations of 3-D items.

For materials in other formats, contact TRC staff to discuss inclusion in the TRDL.

### **Preservation**

The TRDL provides storage space for access images and metadata, and provides for periodic back-ups of this data. Storage of the digital master images and the original analog material is the responsibility of the contributing institution.

### **Accuracy**

While TRDL staff will review all images and metadata before incorporating new items into the TRDL, the accuracy of the data, facts, and information provided by a contributing institution are the responsibility of the contributing institution.

### **Collection Development Criteria**

Content selected for the TRDL should meet these criteria:

1. Collections and artifacts documenting the personal and political history of Theodore Roosevelt, his colleagues and friends, especially rare and unique materials. Materials directly related to policy issues, decisions and events that took place under one of Theodore Roosevelt's administrations, with an emphasis on rare and unique materials, will also be considered for inclusion. The materials should have a clear link to Theodore Roosevelt and/or his policies.
2. Collections and artifacts documenting the legacy of Theodore Roosevelt and his family.
3. Collections and artifacts documenting hunting and ranch life in Southwestern North Dakota in the 19<sup>th</sup> and early 20<sup>th</sup> centuries
4. Photographic representations will be acceptable for artifacts only and will be accepted only if they meet the image quality standards

For further information about the Theodore Roosevelt Center collection goals, see the Theodore Roosevelt Center Collection Policy.

### **Policy Review**

The TRDL will review and revise this policy annually in order to incorporate changes in technology or collection goals.

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