Group Name
Digital Collections Steering Committee (DCSC)

Objective
The Digital Collections Steering Committee is charged with the review, approval, and prioritization of all major digitization projects and establishment of relevant policies to provide access and preservation of digital assets being deposited in the Libraries' digital repository, both born digital and digitized, including recommending and implementing comprehensive digital management policies and services. The DCSC will review, approve and prioritize all major digitization projects, born digital initiatives and related digitization activities involving Emory Libraries assets in order to (a) ensure digitization efforts align with institutional aims and collection strengths, and (b) determine if they fall within the scope and technical capacity of institutional resources or if new expertise, equipment, or external assistance is required and (3) ensure that proper attention is given to metadata, dissemination and preservation of digital assets. Where new resources are required that are unfunded, the DCSC will make recommendations to Cabinet or other appropriate administrative unit for additional resources. The assets of Emory Libraries include collections in Woodruff, MARBL, Health Sciences and any other digital assets to be deposited in the repository to become a part of Emory’s digital collections, regardless of source.

The DCSC will also review and approve proposals and best practices/standards recommended by its subcommittees. These include digital preservation standards for digitized and born-digital materials, selection and prioritization for assets to be digitized, and proposals for distribution of digital collections. The group will report to Cabinet.

Scope and Activities

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<tr>
<th>In Scope</th>
<th>Out of Scope</th>
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<tr>
<td>• Development and Assessment of the Digital Collections Development Policy.</td>
<td>• Technical requirements for digitization, preservation and dissemination</td>
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<td>• Approval high-level Digital Preservation policy and levels of commitment.</td>
<td>• File format preferences for digital preservation</td>
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<td>• Development of clearer parameters and priorities for the development of digital collections</td>
<td>• Exhibitions, save for preservation assessment</td>
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<td>• Documentation (via a web presence and Box) for publicizing digitized collections, collection policies, and access to digitized content</td>
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<td>• Review, approval, and prioritization recommendations regarding the digitization and intake/ingest of digital collections (including born and related project proposals)</td>
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<td>• Recommendations for external preservation partnerships (such as</td>
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<td>LOCKSS, CLOCKSS, Portico, and DPN) to Library Cabinet</td>
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<td>• Review of digitization components of major grants</td>
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<td>• Oversight of Digital Collections subcommittees and working groups.</td>
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**Meeting Schedule**
Monthly, recurring.

**Membership and Roles**

**Representation**
The DCSC is led by a chair appointed by the University Librarian, a representative from each participating library, ECDS representative, a representative from the Scholarly Communication Office, the DLP Manager, and the Head of Content.

**Chair (or Convenor) Responsibilities**
The chair establishes ground rules, develops agendas, facilitates meetings, and coordinates with the Digital Library Program.

**Co-chair Responsibilities (if applicable)**
N/A

**Group Member Responsibilities**
n/a

**Decision Making and Quorum**
Meeting quorum (minimal attendance to conduct business) requires attendance by at least 50% of members.

**Group Structure**

**Reports Into**
Library Cabinet

**Subgroups**
Digital Collections Selection Committee

**Additional Stakeholders/Consultations/Inputs From**
N/A

**Communications and Workspaces**
- [DCSC@listserv.cc.emory.edu](mailto:DCSC@listserv.cc.emory.edu)
- [http://guides.main.library.emory.edu/digitization/digitization_policies](http://guides.main.library.emory.edu/digitization/digitization_policies)
• [https://emory.app.box.com/files/0/f/2828008445/Digital_Collections_Steering_Committee_and_Subgroups](https://emory.app.box.com/files/0/f/2828008445/Digital_Collections_Steering_Committee_and_Subgroups)