

**Georgetown University Digital Library**  
**RESOURCE SELECTION POLICY**  
**APRIL 14th, 2005**

**OBJECTIVE**

The Resource Selection Policy of the Georgetown University Digital Library is intended to advance the GUDL by promoting the following stated objectives of the Mission Statement:

- Assembling, organizing, and maintaining access to a wide variety of digital information, collections, databases, and services;
- Promoting standards, best practices, and open systems to ensure interoperability, integration, and enduring access to digital information resources;
- Incorporating well-designed, integrated access to legacy formats in order to encourage full use of the existing scholarly content by a digitally-oriented population;
- Preserving both print-based and born-digital information by maintaining institutional repositories of digital content produced at or collected by Georgetown; and
- Fostering strategic partnerships for digital library development with collaborators in the scholarly and research communities worldwide.

**SCOPE**

The Digital Library supports the teaching, learning, research and archiving mission of the University. It provides open access to digital resources that reflect Georgetown's academic activities and achievements, both historical and contemporary. The Digital Library is available not only to faculty, students, staff, and alumni, but also to a broad range of potential audiences outside the University.

**COLLECTION GUIDELINES**

Proposed materials for the digital library will all have descriptive metadata applied and should:

- Be accompanied by the originator's agreement to have the project added to the repository in perpetuity;
- Demonstrably advance Georgetown University's academic mission of teaching, learning and research;
- Provide access to existing digital resources created by members of the University;
- Highlight rare or unique materials under Georgetown's stewardship;
- Highlight materials that illuminate Georgetown's history;
- Encourage and facilitate sharing and publication of ideas and knowledge among Georgetown, national, and international user communities;
- Embody an intellectually cohesive collection, from original institutional content or digitally archived repository materials;
- Encourage new scholarly and curricular use through enhancement of intellectual access;
- Represent items that are currently inaccessible that merit digitization in order to be preserved.

**SELECTION CRITERIA**

Materials selected for inclusion in GUDL will meet many of the following measures. They should:

- Contain information that is of high research value, items that are of major interest to our key audience, and resources that are heavily used by faculty, staff and researchers;
- Adhere to existing collection development policies as determined by the GUDL

- participating libraries;
- Contribute to a balanced approach overall between disciplines, departments, and the needs of different campuses;
- Carry a compelling mandate from external funding agencies (e.g., the NIH requirement that data from some of its funded projects be accessible nationwide);
- Provide added value to existing resources by incorporating supplemental features such as better navigation tools, efficient ways of searching digitized documents, linking between resources, easy accessibility, interactive documents, etc.;
- Be unique and not generally contain information freely available elsewhere;
- Have the potential for enduring value in digital form and be considered part of our permanent collection;
- Have an active current audience for the materials and information or a realistic expectation of attracting new users even if current use is low;
- Show support for academic activities of high priority to the institution;
- Be a medium for documenting important institutional events.
- Meet copyright requirements.

#### REMOVAL OF RESOURCES

Resources will be removed (or made inaccessible) under the following circumstance:

- Copyright violation by the originator or creator has been proven

#### ADMINISTRATIVE UNDERSTANDINGS

- The originator agrees to have the project permanently added to the digital repository;
- Digital resources incorporated by the cooperating libraries should be accompanied by funding or staff time to facilitate development;
- The development of digital resources should conform to national production standards and the practices of Georgetown University and GUDL;
- GUDL is open to exploring potential partnerships for collaborative or consortial efforts.

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