

**Digital Archives Policy Statements**  
Ouachita Baptist University  
Riley-Hickingbotham Library's Special Collections  
Approved October 8, 2012

The policy statements included in this document address the addition of digital (born-digital and digitized) material being accessioned or donated to Riley-Hickingbotham Library's Special Collections.

- The Collection Policy for Special Collections states that the repository acquires materials of enduring value that document life on the Ouachita Baptist University campus, in Clark County, and in the state of Arkansas. The policy also applies to electronic files containing information that falls into those categories.
- Special Collections reserves the right to appraise digital files before they are transferred.
- Digital material will be accessioned into collections with the same considerations as non-digital material for appropriateness and collection policy adherence.
- Special Collections will not maintain copies of commercial software, operating system software, nor other non-archival material that may be transferred to Special Collections in the course of transferring digital material.
- Digital files transferred to Special Collections will be the archival/record copy, which will be verified by the office of origin.
- Special Collections does not separately accession digitized files of paper records, when the paper records are the official copy. Check with Special Collections staff prior to preparing this type of material for transfer to Special Collections.
- Carrier media used to transfer electronic files to the Special Collections will not be returned to the donor.
- Information describing the contents, the creator(s), and the creation of the files will be provided to Special Collections during transfer.
- Special Collections may, at its discretion, weed or deaccession duplicate versions of documents when they are accessioned both electronically and in paper format.
- Access copies (derivatives) of born-digital or digitized material will be created only after the digital files have been accessioned into collections and will be generated in the appropriate access format for the required use.

- Digital files that are used as access copies will be cared for separately from digital files that are accessioned as archival files. Metadata will enable tracing back to the original source files and collections.
- Special Collections will preserve the original file as received but may make transformations to it over time in order to provide access according to changing norms and practice.

**Reference:**

Smith, Kari R. 2012. *Digital Archives Policy Statements*.

<https://libraries.mit.edu/archives/managing/2012Digital%20Archives%20Policy%20Statements.pdf>

(accessed October 5, 2012).