

**Subject: Digital Preservation of Materials**

**Purpose:**

To provide online access to local history and genealogy materials by converting them to digital form.

**Policy:**

The Montgomery-Floyd Regional Library (MFRL) understands the need to digitally convert and preserve items in our local history and genealogy collection. This will allow MFRL to share these materials by making them accessible online but also serve to protect items from theft, vandalism, deterioration due to age and use, or natural disasters. This will ensure that digital content is available to users through technology and stays current with technology through accepted practices and migration. Digitizing material will be the responsibility of library staff; however, at times it may be outsourced. As long as it is practical, digitized material will be stored on servers held by the library system.

MFRL does not require authors to surrender or transfer their copyright. Authors must hold the copyright or distribution rights to material(s) and must grant Montgomery-Floyd Regional Library permission to make said material freely available in the digital repository, and to act upon it for preservation purposes.

Public access to digital items may be withdrawn for a variety of reasons. The Director of the Montgomery-Floyd Regional Library will approve such withdrawals. The metadata for digital items withdrawn from the archives may remain accessible to library staff and will be subject to preservation actions.

**Attachments:** None

**References:** None

**Approval:**

Montgomery-Floyd Regional Library Board of Trustees  
June 18, 2014

June 18, 2014

Date

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Karen Drake, Chair