



# FORT HAYS STATE UNIVERSITY

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## FORSYTH LIBRARY

*Forward thinking. World ready.*

### **Forsyth Digital Collections Collection Development Policy**

#### **Purpose**

Forsyth Digital Collections support the educational and research mission of the University and the Library by providing access to unique digital collections germane to the teaching and research needs of faculty, students, and community members. Through digitization, we preserve access to the university's special collections, archives, and the scholarly works of Fort Hays State University faculty and students. The purpose of these collections is to encourage new faculty scholarship, increase the accessibility of existing physical collections, aid in the preservation of existing physical collections, and share history and knowledge of our university and regional heritage.

#### **Scope of Collections**

Forsyth Digital Collections makes available born digital items and digitizes existing physical materials from library collections, the FHSU campus community, and the western Kansas regional community that meet the selection criteria outlined below.

#### **Materials Selected for Digitization**

The Digital Curation Librarian will work in concert with the stewards of the Scholars Repository, Forsyth Special Collections, and the University Archives to determine which physical collections are candidates for digitization or digital access. Existing physical materials selected for digitization typically meet one or more of the following criteria:

- Faculty scholarly works.
- Items from Forsyth Library Special Collections or the University Archives that directly support the curricular and research needs of faculty, students, alumni, and researchers.
- Items from Forsyth Library Special Collections or the University Archives with limited availability due to physical condition or rarity.
- Exemplary student works as selected for recommendation by FHSU faculty.
- Unique items from existing physical collections that highlight the distinctive nature of library collections, the FHSU campus community, and the western Kansas regional community.

### Collaboration with other entities

Forsyth Digital Collections may partner, on a select basis, with other entities including university departments, state agencies, cultural heritage institutions, schools, universities, and individuals to digitize items that support the research and teaching mission of Forsyth Library. Collaborations with other entities are subject to approval by the steward of the sponsoring collection and the Dean of Library Services.

### Review Policy

The Digital Curation Librarian will review this policy every four years and update it as necessary at that time. It will be subject to acceptance by the Dean of Library Services.

### Adoption and Acceptance

This document has been adopted by the Digital Curation Librarian and accepted by the Dean of Library Services and will go into effect on the date signed below:

Adopted By: Elizabeth Turner

Date: 6-15-22

Accepted By: Minger H. Williams

Date: 6-15-22