Purpose: Materials are selected for digitization by the librarians to support the teaching, learning and research objectives of the University community in conformity with the University and the Library Strategic Plans. Digitization projects will preserve and provide public access to materials or collections that are unique or fragile or of significant intellectual and academic interest to the community at large. All requests for digitization will come through this committee to ensure the digital surrogates are properly preserved and that all digital collections are built sustainably.

Scope: This policy covers the digitization of all types of material, including textual, audio, visual and artefacts and also applies to exhibitions. The policy excludes electronic resources, either purchased or licensed by the Library, ILL digitization requests, RBSC requests for prints, and segments of items required for research, and may also exclude requests from researchers. McGill-created content (academic scholarship) is excluded as it is included as part of eScholarship®McGill. McGill will not duplicate items that have been digitized by the Google Books project or other similar projects, unless the Library can provide a better quality product. This policy also applies to partnerships with other cultural institutions.

The digitization request does not include development of customized web pages.

Selection of items for digitization: The following criteria will be considered when selecting items for digitization:

1. Items are owned by McGill Library or are available in partnership with other stakeholders.

2. Copyright: Items will be assessed by the committee for copyright risk with preference going to those in the public domain.

3. Privacy concerns: Privacy concerns based on Quebec Privacy law

4. Value:
   a. Intrinsic value (e.g., intellectual content)
   b. Contextual value (e.g., historical or cultural significance)
   c. Rarity
   d. Provenance: Consideration will be given to materials of McGill, Montreal, Quebec, and Canadian origin.
   e. Aggregation: A digital collection would unite geographically dispersed items.

5. Continuity: The item represents a traditional strength in the Library’s current physical or digital collections.

6. Demand: There is a demonstrated or anticipated demand for the item, or the item supports local research and teaching and the University and Library’s strategic directions.
(7) Usability: The digital surrogate of the item will enable easier or innovative use of the original through new ways of searching, analysis, or manipulation.

(8) Fragility: The condition of the item will be considered. Potential damage to the original must be weighed against the benefit of digital preservation. The quality of the potential digital product must also be considered.

(9) Partnership and development opportunities: Project provides opportunity for cooperation with other McGill departments and faculties or with external institutions, organizations, or individuals.

(10) Availability in other digital collections.

(11) Feasibility: The ability of the Library to digitize and make available items given the current technical, fiscal, temporal, and human resources available.

**Originals After Digitization:**
Library digitization must not sacrifice historically significant materials, or deny researchers the ability to study ways in which information was originally presented. Original material may be transferred to Rare Books & Special Collections after being digitized.

**Process Deliverables:**
Content that is digitized will be made publicly available in a variety of ways.

Digitized monographs will be hosted in our institutional repository and made available through the catalog, which will be available to everyone. These items will also be added to HathiTrust and the Internet Archive.

Digitized images will be provided to the requestor. The images will eventually be made available to everyone through the standard library web services and/or through third-party resources. Collections of images can be made available now using the standard digital collection web template.