

# Archives Digitisation Policy

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00	July 2017	Archives & Records Manager	ARC-POL-008	New policy

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# Archives Digitisation Policy

## 1. Introduction

This policy sets out the approach of the Royal Armouries to the digitisation of the archives in its care.

## 2. Relationship to other policies

This policy relates to the Archives Access Policy and the Archives Care and Conservation Policy.

## 3. Aims

The aims of the Archives Digitisation Policy are:

- to improve access to the archive collections for researchers and potential researchers in Britain and the rest of the world,
- to use the archive collections to engage with our audiences, and to inspire learning and intellectual curiosity,
- to create preservation copies of rare or fragile materials, and
- where possible and appropriate, to generate income for the Archives Service.

## 4. Approach

There are a number of potential types of digitisation activity:

- to support displays, exhibitions, publications and other Museum activities,
- to ensure the long term preservation of the archives,
- to improve digital access to the archives,
- to increase the research value of the archives,
- to meet the needs of researchers who request copies of the archives, and
- to work with commercial partners on larger-scale initiatives.

## 5. In-house digitisation

5.1. The physical condition of rare and valuable items will be taken into account when being considered for digitization. A condition survey will be carried out of all items to be digitised, and any items at risk of damage or loss will be referred to the Conservation Department for further assessment.

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- 5.2. Digitisation will be carried out by staff and volunteers who have been fully trained in the handling and transportation of archive materials, as well as the use of the relevant photographic and scanning equipment.
- 5.3. The Royal Armouries has accepted as its general standard the *Technical Guidelines for Digitizing Cultural Heritage Materials* produced by the Federal Digital Guidelines Initiative and revised in September 2016 (see Appendix 1 for detailed specification). Where the FDGI Guidelines are found wanting the Museum will seek further advice from The National Archives or other such qualified agency.
- 5.4. Appropriate administrative metadata, including technical, rights, preservation and structural metadata will be created as part of the digitisation process and associated with digital objects to support both access and preservation. Descriptive metadata used for digital objects will conform to international standards.
- 5.5. An unaltered master copy will be created in tiff format.
- 5.6. Surrogate copies will be derived from the master copy in pdf/a for the purpose of access, and jpeg for the purpose of publication; any enhancements or other changes will be made to surrogates only.
- 5.7. Master files will be stored on a networked drive, which is backed up on to tape each night, in a password protected folder with access restricted to authorised Museum staff.
- 5.8. The EMu Collections Management System will be used to manage surrogate copies.

## 6. Access

- 6.1. Digitisation on demand increases the scope to provide researchers with copies of archives and allows the archive service to use images of archives in promotional and educational material.
- 6.2. The images resulting from in-house digitisation projects will be made freely available via Royal Armouries Collections Online.
- 6.3. When developing agreements with commercial partners where a charge for online access to the images will apply, the Museum will always aim to secure free access for researchers at Royal Armouries sites.

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## 7. Digital Preservation

7.1. All digitisation projects undertaken by the Royal Armouries will incorporate digital preservation planning to ensure the long-term accessibility of the content.

## 8. Copyright

8.1. The intellectual property rights and the views of the depositors and owners of the archive collections will always be considered and respected by the Museum when undertaking any form of digitisation.

## 9. Review

This document will be reviewed annually and updates in corporate policy and plan, legislation and international conventions will be amended or added where relevant.

This document will be reviewed by the Archives and Records Manager and approved by the Head of Collections and the Director-General and Master of the Armouries.

## 10. Risk Management

The associated risk of non-compliance with this policy is:

Impact of non-compliance: High

Likelihood of non-compliance: Low

## 11. Effective date

This policy is effective from the date of signing.

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Director General & Master of the Armouries

Date.....

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