

Northwest Digital Heritage (NWDH)

Readiness Checklist and Content Policy

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Introduction

The Northwest Digital Heritage (NWDH) program is collaboratively managed by the Washington State Library, State Library of Oregon, and Oregon Heritage Commission, to host and/or aggregate digital collection metadata from Pacific Northwest institutions for inclusion in the Digital Public Library of America (DPLA). To this end, NWDH maintains a Digital Platform (CONTENTdm digital collection management system) for Platform Partners (SEE 'Eligibility' below), and offers metadata harvesting, transformation, and aggregation services for its Content Partners.

Eligibility

Content and/or Platform Partners may include Oregon and Washington libraries, museums, historical societies, local governments, non-profit organizations, tribes, and other organizations with a cultural heritage mission and focus. As of this writing, academic and research institutions with membership in the Orbis Cascade Alliance (OCA) are ineligible for participation; these institutions are best served by the OCA's DPLA service hub.

Platform Partners

NWDH Platform Partners are institutions that have their digital collections *hosted by* NWDH. The NWDH Digital Platform (CONTENTdm) primarily exists for smaller institutions lacking the budget and/or technical infrastructure to purchase and develop a digital platform on their own. Software updates, maintenance, and web design will be handled by NWDH staff. Rather than become a Platform Partner, an organization may choose to use any one of a number of affordable local or cloud-based platforms, and participate in NWDH only by contributing records for harvest and aggregation (SEE 'Content Partners' below). Prospective platform partners should contact NWDH staff to discuss the pros and cons of each approach.

If your organization would like to utilize the NWDH Digital Platform, it should be committed to: 1) Adopting digitization standards and workflow set by NWDH staff; 2) Adopting NWDH website branding and content editorial control; 3) Committing staff or volunteer time to working directly with the appropriate NWDH representatives in Oregon or Washington.

Content Partners

NWDH Content Partners are institutions that have their digital collection metadata (records) harvested by NWDH, and passed on to the DPLA for inclusion in the DPLA's national-level search portal. Content Partners may also be Platform Partners, or they may have their digital collections hosted on their own systems, managed locally (i.e., they are only Content Partners, submitting their metadata for harvest). An example of a Content Partner is Multnomah County Library, which manages its own digital collection system, but contributes records for harvest by NWDH.

Prospective Content Partners should contribute records from publicly accessible digital library/archive/museum systems (aka DAMS, repositories). Partners using OAI-PMH ([Open Archives Initiative Protocol](#)

[for Metadata Harvesting](#)) compliant systems are preferred. However, NWDH will also work with organizations using local systems/databases (e.g., PastPerfect, MS Access, Filemaker Pro) and/or are able to provide structured metadata in alternate formats (e.g., csv, tab-delimited, json etc.). Platforms such as social media pages (e.g. Facebook), commercial image systems (e.g., Flickr), or html websites are ineligible for inclusion in NWDH.

To contribute records to NWDH, prospective Content Partners should be located in the states of Oregon or Washington, have existing digital collections available online, and have an organizational commitment, including staffing, required to work with NWDH staff.

Institutions should also be prepared to sign a Participation Agreement with the Washington State Library, Secretary of State, which handles metadata harvesting for the service hub.

Checklist

Use the following checklist to assess your institution's readiness for participation:

- Your institution hosts, or would like to have hosted, digital collections available through a publicly-accessible database, content management system, digital asset management system, or other digital library system. Ideally, collection metadata can be directly harvested (copied) by way of an OAI-PMH service which publishes this data to an XML feed. Most modern digital library systems include this functionality. If your institution's system is not OAI-PMH enabled, please contact project staff to discuss.
- Your institution is ready to sign a NWDH Participation Agreement, agreeing to contribute your metadata (records only) under a [Creative Commons Zero license](#) as well as public domain preview images and access images (when appropriate) to the DPLA. (SEE 'Copyright and Licensing' below).
- Your digital collection metadata describes individual resources (i.e., documents, photographs, etc.) rather than collections, and these resources (aka digital objects) are not restricted or embargoed. Each record should include, at minimum, a Title, Standardized Rights Statement from <http://www.rightsstatements.org>, and a unique URL which links back to that publicly accessible digital object.
- Your system should ideally store, or provide access to, preview/thumbnail versions of each digital object.
- The records you want to share comply with the NWDH Content Policy (SEE BELOW), which is informed by the DPLA's current Collection Guidelines: <https://pro.dp.la/hubs/collection-development-guidelines>
- Your selection process and metadata creation and remediation activities are informed by the [DPLA's Membership IDEAS statement](#) (Inclusion, Diversity, Equity, Access, and Social Justice) and [Statement on Potentially Harmful Content](#).
- Your organization has one or two staff members or volunteers who can work directly with NWDH staff to create a metadata harvesting plan, participate in metadata remediation/cleanup activities, and serve as a primary point of contact for all hub-related communications.

Content Policy

NWDH staff will work with Content and Platform Partners to select collections for digitization and/or metadata harvest. Staff will provide initial consultation to identify and remedy metadata issues, including data quality, remediation opportunities, and metadata mapping within repositories (e.g., local fields to Dublin Core). This support will continue with subsequent sets and harvests. While NWDH staff will provide periodic feedback, metadata quality control is ultimately up to individual partners. Additionally, partners are responsible for: 1) Maintaining local metadata practices which harmonize with NWDH data requirements, and 2) notifying NWDH staff about changes in metadata platforms (i.e., repositories), changes in mapping within systems, and changes in access to materials.

Only object-level metadata can be harvested or displayed in the DPLA. Page or part-level metadata will not be harvested. For example, a metadata record for an entire scrapbook can be harvested and displayed; metadata for an individual page or part of that scrapbook cannot.

Eligible Content

NWDH accepts a variety of content, provided it is publicly accessible and resolves to complete items (i.e., a record for a book should ideally include all pages).

Document categories include:

- Visual materials: Photographs (prints/slides/negatives); Postcards; Drawings; Paintings; Maps; Artworks.
- Manuscripts: Handwritten documents; journals; letters; diaries; ledgers.
- Printed documents: Books; articles; newspaper clippings; broadsides; local histories; pamphlets; leaflets; newsletters; etc.
- Physical objects: Graphical depictions of three-dimensional objects; Sculpture; Tools; Cultural objects; etc.
- Audio and video: Digitized or born-digital audio recordings such as speeches, interviews, oral histories; reformatted historical film footage; etc.

Ineligible Content

The following types of objects are **not** suitable for NWDH. Metadata records for such items should be excluded from feeds submitted to NWDH:

- Digital newspapers created for national-scale newspaper programs such as NDNP. (Subject to change).
- Datasets or data-only records, including genealogy indexes and scientific datasets;
- EADs, finding aids, or any other resources that do not resolve to full digital objects;
- Page-level items or individual components of a compound object, such as single book pages;
- Institutional repository content, such as student theses and Open Access preprints.

Watermarks

NWDH will include records pointing to digital objects with watermarks if no “clean” versions of the same content are available; however, the use of watermarks or other visible markings is strongly discouraged. Images with watermarks or other branding will be excluded from any featured collections and other promotional content.

Duplicates

Partner institutions should make their best efforts to minimize duplicate records or copies of digital content to be included in NWDH.

Copyright and Licensing

All metadata records harvested by NWDH will be made available under a Creative Commons Zero Public Domain Dedication. The license does *not* apply to the digital objects described by those metadata (i.e., the photo, document, etc. itself). This means partner institutions' metadata will be works in the public domain, and that anyone is free to use, modify, collect, or share partner institutions' metadata records for any purpose, with or without attribution.

If a partner institution is unable or unwilling to release its metadata records into the public domain, those records should be excluded from collections harvested by NWDH. Partners are also free to specify which individual metadata fields from their collections can be contributed to DPLA; provided each metadata record meets minimum NWDH and DPLA requirements, inclusion in DPLA will be possible.

Objects included in NWDH must be available for use online without authentication, firewall, paywall, or any other restriction. Each partner institution is solely responsible for determining copyright status for its own digital collections and objects.

Rights Statements

All records included in NWDH must include a discrete and standardized rights statement sourced from Creative Commons or RightsStatements.org. Copyright labels should be provided as URIs rather than natural language (e.g., "<http://rightsstatements.org/vocab/NoC-US/1.0/>" rather than "No Copyright – United States").

Content Partners assume all liability for researching, evaluating, and documenting the copyright status of works in their digital collections, and for accurately communicating that status to the general public.

Copyright Challenges

In the uncommon event that someone comes forward with a copyright claim for a work of undetermined or "orphaned" copyright status, NWDH will work with DPLA to remove the record from the DPLA system. More importantly, the Content Partner is responsible for removing, or restricting access to, that work while the copyright claim is adjudicated.

Removal Policy

A partner institution's digital collections may be removed from NWDH and/or excluded from harvesting and aggregation for any of the following reasons:

- Digital collections are not consistently available, are unstable, or do not contain full digital objects;
- Digital objects or collections are in any way embargoed, password protected, or otherwise made non-public by technical means;
- Digital objects are in demonstrated violation of copyright or other IP law;
- Digital collections and their contents are paywalled or no longer available free of charge;
- Digital collections include content outside the scope of NWDH's collection policy.

