

Georgia Southern University

Georgia Southern Commons

Special Collections Task Force Policies

Special Collections Task Force

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Assignment of Digital Collections

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Georgia Southern University Libraries
Special Collections & Institutional Repository Services
Assignment of Digital Collections

All collections hosted in Digital Commons@Georgia Southern are subject to assignment to one of three top-level collection groups: Henderson Library Special Collections, Lane Library Special Collections, or General Repository Collections. The Special Collections Task Force shall oversee assignment of all new and existing collections. Collections hosted under the Special Collections groups shall be managed by Special Collections personnel, while collections hosted under the General Repository Collections group shall be managed by Repository Services personnel. Administration of the Digital Commons@Georgia Southern platform shall be overseen by Repository Services personnel.

When assigning collections, members of the Special Collections Task Force shall weigh and balance the following considerations:

- What is the content and makeup of the collection?
- What are the ownership, copyright, and reuse considerations?
- Who is the intended audience for the collection?
- How will the collection be presented, promoted, and supported?
- How will the collection be represented across top-level collection groups (e.g., crosslinked)
- What standards will be applied to the collection?
- Who will be responsible for developing and maintaining the collection?

Assignment of all new collections shall be conducted as follows:

- When evaluating a new collection, the Special Collections Librarians and the Discovery Services Librarian are encouraged to use the *Collection Proposal Form* to evaluate the collection for assignment. If the librarian performing the initial evaluation determines that assignment of the collection is unambiguous, then he or she may proceed with assignment without further consultation.
- If assignment of the new collection is ambiguous, then the Special Collections Librarians and the Discovery Services Librarian shall consult with each other to determine the assignment.
- If the Special Collections Librarians and the Discovery Services Librarian are unable to determine the assignment, then they shall provide a written brief to the Special Collections Task Force outlining their rationale for Task Force review. The Task Force shall discuss the brief and assign the collection by majority vote.

Reassignment of all existing collections shall be conducted as follows:

- The Special Collections Task Force shall review all proposals to reassign an existing collection to a new group.
- The librarian requesting the reassignment shall provide a written brief to the Special Collections Task Force outlining his or her rationale for the reassigning the collection. The Task Force shall discuss the brief and reassign the collection by majority vote.