Mississippi Digital Library Collection Development Policy

Mission

The Mississippi Digital Library's (MDL) mission is to showcase the digitized resources of the state's archives, libraries, museums and other cultural heritage institutions through:
- Centralized access to digital materials
- Promoting institutions' collections within the state and beyond
- Offering educational opportunities on digitization, content and digital file management, and digital preservation.

Audience

The intended audience of the MDL is Mississippi residents and students, researchers, and the general public in other states and countries.

Participation

Institutions may apply to participate in the MDL if their collections meet the following parameters:

1. Collections and materials selected will reflect Mississippi's available history from pre-colonial times to the present, its varied population, urban and rural experiences, and divergent points of view.
2. Collections and materials that do not pertain to Mississippi history may be selected if representative of a significant scholarly resource located within the state as long as they serve the educational, recreational and information needs of the MDL users.
3. Materials must be in the public domain or have permission granted to digitize and make publicly available. The contributing institution assumes all responsibility for securing permissions for collections and items. The MDL is not liable for any infringement of copyright or privacy laws.
4. Metadata must conform to standards established by the MDL.
5. The MDL sets minimum digitization standards; however, institutions may use their own digitization guidelines provided they meet or exceed the minimum standard set forth by the MDL.
6. The MDL only accepts access images for inclusion in the database. Please consult the digitization standards for acceptable formats.
7. Partial collections will be accepted. Materials may include, but are not limited to, photographs, letters, manuscripts, postcards, books, maps, slides, finding aids, film and audio clips.
8. Only permanent collections residing at an institution may be included. Collections such as those on loan from another institution or personal collections are not accepted.
9. The preferred language for collections is English; however, other languages may be accepted as appropriate.

Ownership

The MDL does not claim ownership of materials; ownership remains with the originating institution. Institutions may request that their materials be modified or removed from the portal. All requests must be in writing. Owners of collections agree to defend and hold MDL harmless from any claims or damages which may result from users who download or otherwise use data from the portal in violation of an owner's rights under state or federal law.

Copyright and Privacy

The MDL is not responsible for determining the copyright or privacy status of materials submitted by contributing institutions. Each institution must determine the copyright and privacy status for materials submitted to the MDL. Submission of materials to MDL implies that the contributing institution has either obtained permission from the relevant parties or is willing to take responsibility if a copyright or privacy infringement claim is later made.

All metadata records must contain a rights statement from rightsstatements.org.

Accuracy, Complaints and Corrections

The MDL does not warrant any information in the portal and responsibility for accuracy of data, facts, and information rests with the institution owning the digital content. The MDL does not alter or censor files based on content.

All corrections and complaints will be forwarded to the contributing institution. Any user request to remove items due to personal information or legal grounds will be satisfied immediately with the permanent removal or reinstatement of materials pending the originating institution's decision.

Removal of Material from the Portal

Materials, collections and institutions may be removed from the MDL for one or more of the following reasons:
- Harvested collections are not consistently available and reliable
- Refusal or correct known inaccuracies data, facts, or information
- Refusal to adhere to MDL standards and best practices
- Proven violation of copyright
- Content is no longer available for free to the public
- Withdrawal from the MDL

If one or more of these criteria are met, institutions will be notified and given ninety days to respond to the concerns before items are removed.

All MDL hosted collections will be subject to evaluation on a yearly basis. Meetings with institutions to discuss collection utilization and metadata and digitization standards will be conducted as necessary.

Use of Materials

All materials in the MDL may be used for instruction and personal research without prior permission provided proper credit is given to the source. Use of the materials in MDL for commercial purposes or in publications is not permitted without prior permission from the contributing institution. All requests for reproduction and copyright/permissions inquiries will be forwarded and handled by the contributing institution.

Metadata and thumbnail images are made available to the Digital Public Library of America (DPLA) and are available for use according to DPLA policies.

Evaluation

This policy will be evaluated by the MDL management on an annual basis or as needed. The last evaluation was completed August 2, 2016.