



Policy

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Policies – Traditional World

- Guide library working by providing a framework for ensuring mechanics for delivery of mission and objectives are codified, transparent, and operational
- Some are directly relevant to the library organisation and others to the users of its services
- They make manifest operational expectations in such areas as:
 - Collection development and management guidelines
 - Human resource policies
 - Space use policies
 - Confidentiality practices (e.g. Patriot Act)
 - Library card and borrowing policies (e.g. Bodley)
 - Service use policies – (e.g. acceptable user behaviour)

Policy Layering

- Digital Library
 - Establishes how collection, management, use, and preservation of digital content will be actualised – in it some policies will be functional and others will externally govern its use (e.g. down timing or interoperability)
- Digital Library System
 - Provides guidance on the digital library fabric and how that fabric is manifest in different contexts
- Digital Library Management System
 - Software facility for delivering Digital Library System

In relation to users Policies might:

- **What are conditions of use and action?**
- **How can users access content?**
- **What can they do with content? – extraction, manipulation, reuse, redistribution, analyse**
- **What can users not do – (e.g. users should not mine the DL to build a similar and competing library, alter the content of the library).**

Policy Concept in General

- Rules governing interaction between users (virtual or real) and the Digital Library, e.g.
 - User classification
 - Collection development framework
 - Collection description (e.g. descriptive standards—DL for archival material vs data vs ..., metadata)
 - Collection management (disposal)
 - User rights and obligations
 - System security
 - Digital rights management

Policy and Actors

- DL End-users
 - Regulates how classes of users can interact and exploit the system (e.g. level and depth of interaction)
- DL Designers
 - Defines the acceptable ways DL Designers can shape the 'DL fabric' to meet user functional and information needs
- DL System Administrators
 - Regulates how administrators should construct utilities, services and components
- DL Application Developers
 - Defines practices and methods that govern developer practices

Policy Domains

- Construction
- Documentation
- Availability/Accessibility
- Use
- Change management
- Security
- Support
- Preservation/curation

Policies in Digital Libraries (1)

- Classification of users
 - E.g. content providers, content users
- User Service classification
 - What services DL provides and to which classes of users will they be available?
- User Management
 - Confidentiality of records (who accessed what, when)
 - Registration guidelines (what info collected when)
- Acceptable User Behaviour
 - Policies governing the ways that they system
- Terms of Use (some overlap with AUB)
 - What can users do with the services and what they agree they can not do (e.g. policies can be enforced)

Policies in Digital Libraries (2-Designers)

- Collection Constraints
 - Types and formats of handled, types of representations
- Collection Construction and Extension
 - How is vision of the collection characterised and how is its construction guided
- Collection Management
 - Classes of users that can access and services to be provided to them
 - How will new versions and editions be handled and tracked
 - How will stuff be tracked, destroyed
- Collection Delivery
 - How will collections be delivered under what conditions and for what purposes

Policies in Digital Libraries (3)

- Connectivity
 - Classes of users including human and virtual that can access and services to be provided to them
- Access management
 - Registration
 - Charging
 - Classes of users that can access and services to be provided to them
- Privacy Policy
 - How will the DL track user behaviour and how will that information be reused
- Personalisation
 - Terms under which users can personalise a DL and its content

Policies in Digital Libraries (4)

- Layering of new services (e.g. who, when, conditions)
- Annotation
 - What are the terms of annotation of the DL content
- Extraction and re-representation
 - Terms and conditions governing extraction and re-representation of content (e.g. use in modelling)
- Deposition/gifts
 - Guidelines acknowledging and accepting unplanned content

Policies in Digital Libraries (5-services)

- Use of Authentication, Validation, and monitoring Services
- System management and use (e.g. disaster recovery testing, load balancing, registration systems)
- Object management (e.g. identifiers, metadata)
- Reuse of usage and system data

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