

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



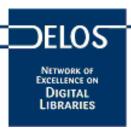
Policy and Actors

- 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



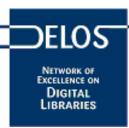
Policy Domains

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



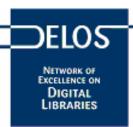
Policies in Digital Libraries (1)

- 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 rerepresentation 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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