

## **UNTHSC Gibson D. Lewis Library Collection Development Policy**

### **Introduction**

#### **History of the Gibson D. Lewis Library**

The library's initial purpose was to support the privately funded Texas College of Osteopathic Medicine (TCOM), founded in 1970. TCOM began receiving state support in 1975, under the auspices of the North Texas State University (now University of North Texas) Board of Regents. The current library building opened in late 1986 and was renamed the Gibson D. Lewis Health Science Library, after the former Speaker of the Texas House of Representatives, in 1993. With the addition of the Graduate School of Biomedical Sciences, also in 1993, TCOM became the University of North Texas Health Science Center. Starting in 1995, a Master's in Public Health degree was added to the academic programs; the School of Public Health was created in 1999. A Physician Assistant Studies Program followed in 1999 and, most recently, a Physical Therapy program in 2010. Both PA and PT Studies are part of the School of Health Professions. A Doctor of Pharmacy (Pharm.D) degree program, offered by the newly formed UNT System College of Pharmacy, began in Fall of 2013. And the collaborative TCU/UNTHSC MD School opened in July of 2019 with its first class of 60 students. In 2022, it was announced that the TCU/UNTHSC MD School would sever its relationship and continue on as the TCU School of Medicine. The fall of 2022 an online bachelor's degree in biomedical sciences was introduced to the curriculum. In the fall of 2024 the School of Nursing began, providing a graduate degree in Nursing. There are plans to start an undergraduate program as early as fall 2025, for Nursing.

At its inception, the library's collection consisted of 400 medical texts and a handful of journals. The collection was greatly increased by a National Library of Medicine Resource Improvement Grant obtained one year later. Subsequently, the library's collection grew substantially to keep pace with the expansion of academic programs on campus. Like its parent organization, Lewis Library has maintained a commitment to community outreach since its founding. It was named a resource library for the National Network of Libraries of Medicine in 1991, and began providing information literacy programming via National Library of Medicine resources to a designated geographic region in North Texas. Over the last decade, the library has turned increasingly to electronic resources to meet the information needs of its users. Beginning in 2011, the library withdrew the majority of its print journal

collection and invested in electronic access to older journal volumes. A significant number of print monographic materials, mainly older clinical texts, were also withdrawn. More recently, the library has investigated open access and other alternative publishing models as a means of combating product inflation. It is expected that the conversion to digital content will continue as will the current interest in open access publishing and self- archiving. A further reduction in print volumes occurred in 2019, due to the robust electronic collection held by the library.

## Audience

The students, staff and faculty of UNT Health Science Center are the primary audience for Lewis Library. Collections and acquisition decisions are made with their needs and desires in mind. This includes those students participating in residency programs administered by the university and micro-credential learners who enroll in specialized noncredit bearing short-term online courses. Additionally, the library collection serves unaffiliated and community users; however, such users must be physically present within the library to utilize resources and materials are not purchased solely for them, though authoritative freely available resources are linked from the library website for their use.

## Purpose of the Policy

The principal function of the Collection Development Policy is to inform acquisition decisions regarding the subjects, publication types, formats and languages collected as well as to direct the removal of materials from the collection in a consistent and logical fashion. The policy also facilitates transparency in regards to library collecting and management of library funds and demonstrates collection alignment with institutional research initiatives and academic programs. The Collection Development Policy will be periodically reviewed to ensure continued alignment with UNTHSC academic programs, research initiatives, clinical operations and institutional goals.

## Selection Criteria

Selection decisions are made by the library's Collection Development Committee. The committee considers the following criteria when selecting materials: alignment with academic programs and research objectives, price, historical inflation, format options, platform stability and functionality, licensing terms, perceived importance within a given field or discipline, faculty and student requests, product reviews and budgetary factors. The committee uses various tools to assess the efficacy of

adding, retaining or withdrawing resources. These include but are not limited to vendor-provided usage statistics, institutional metrics, product reviews, journal metrics, core journal and book lists, scholarly research articles, university initiatives, and accreditation documentation

### Harmful Language Statement

Gibson D. Lewis Medical Library at The University of North Texas Health Science Center (HSC) acquires materials to support the current academic, research, outreach and clinical programs of the University of North Texas Health Science Center. Emphasis is placed on the collection and preservation of osteopathic and related materials. Inclusion of historical and diverse viewpoints is necessary in order to maintain a balanced and complete collection. The library aims to describe collection materials in a manner that is respectful to the individuals and communities who create, use, and represent the subject matter of library holdings. The library acknowledges that some content or descriptors in library materials, or language in resource descriptions may reflect outdated, biased, and offensive views and opinions. Often these terms and descriptors will represent previously accurate medical diagnosis, terminology, and descriptors at the time of publication and are maintained for historical accuracy. HSC general collection cataloging standards and guidelines follow those of the National Library of Medicine Medical Subject Heading (MeSH) for medical materials and Library of Congress Subject Headings for non-medical materials. The library recognizes that descriptive practices and terminology evolve over time and that efforts to create respectful and inclusive descriptions must be ongoing and as such makes an institutional commitment to university values and accessibility.

### Open Access

Open Access works are collected based on the same inclusion criteria as other works. The library actively reviews the agencies list from the Federal Library Depository Program to identify open access resources to increase diversity in the library collection. Further, the library works with vendors to promote open access publishing to benefit our students, faculty, and staff.

### Open Educational Resources (OER)

OER works are collected per request of faculty, students, or library staff. OER must meet the same inclusion criteria as other educational works. OER are added to the library catalog if the works are written by non-affiliated persons. OER created or adapted by UNTHSC faculty, staff, or students will be added to both the catalog and the university repository based on copyright permissions.

## Government Documents

The library actively reviews the agencies list from the Federal Library Depository Program and utilizes the OCLC knowledgebase to identify relevant government documents which will enhance the library digital collection. Annual maintenance of the collection occurs to ensure access and relevance is maintained.

## Reconsideration of Materials

### *Summary*

The Reconsideration of Materials policy addresses information related to the reconsideration of materials acquired by the UNTHSC Gibson D. Lewis Library through its collection development practices and policies.

### *Background*

The UNTHSC Gibson D. Lewis Library strives to provide a diverse collection of materials which meet the education and research needs of our faculty and students. All library materials are evaluated to determine if they meet collection guidelines and development goals.

We subscribe to the [American Library Association's Freedom to Read Statement](#) which states that:

- *The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.*

### *Process*

Any person affiliated with HSC (faculty, staff, students, and HSC Community Borrowers) may request reconsideration of any materials held within the library collections through the following process:

1. HSC affiliates (faculty, staff, students, community borrowers) may request a Reconsideration of Library Materials form by emailing HSC Library Digital Scholarship at [hsclibraryds@unthsc.edu](mailto:hsclibraryds@unthsc.edu).
2. Library staff will reply to the email with the form and instructions.
3. Complete and sign the Reconsideration of Library Materials form and return it via email to [hsclibraryds@unthsc.edu](mailto:hsclibraryds@unthsc.edu).
4. Incomplete or unsigned forms will not be accepted.
5. Upon receipt of the completed form, the Collection Development team will be notified and supplied with a copy of the completed form for review.
6. The Collection Development Committee will review the reconsideration request and will write up a formal response to the form. If the item under review is an archival item, the University Archivist will be included in the review process and will provide their own written documentation.
7. Upon completion of the review process by the CD Committee and the University Archivist, the reconsideration form, CD committee response, and archivist response if applicable will be sent to library administration for review and final decision.
8. Upon administration review the individual who filed the reconsideration form will be notified of the decision of the UNTHSC Gibson D. Lewis Library.
9. All forms and responses will be kept on file with the library per the terms of the campus document retention policy.

All decisions are final. Once validated by the process, materials will not be eligible for further reevaluation as each reconsidered item will have been through a rigorous review process.

## **General Collection**

### Collection Types and Exclusions

The general collection consists of primarily current, authoritative books, journals, media, test preparation materials, reference works, databases and online tools, models and other educational support materials that are in scope for the academic, clinical and research programs of the university.

Collected reference works include dictionaries, style manuals (APA, Chicago and AMA), encyclopedias related to the health sciences, anatomical atlases, drug reference materials and statistical data sources.

Test preparation materials are collected for the following exams: COMLEX, PANCE, NPTE, PANCRE, CPH, USMLE, NAPLEX and the Texas Pharmacy Jurisprudence Examination.

Popular works, indices, pamphlets, atlases (other than anatomical) and trade publications are generally not collected. Dissertations and theses (other than those produced by UNTHSC authors), directories, subject bibliographies and workbooks are collected infrequently and on an ad hoc basis.

### Subject Scope

Lewis Library acquires materials to support the current academic, research, outreach and clinical programs of the University of North Texas Health Science Center. Emphasis is placed on the collection and preservation of osteopathic and related materials. Other areas of focus include forensic genetics, ophthalmology, cancer, primary care and geriatrics. In general, the following biomedical subjects are excluded from active collecting: veterinary medicine (except laboratory animals), dentistry (except forensic) and nursing.

### Formats

Monographic works, including circulating, reference, test preparation and reserve materials, are collected in print and digital form. Electronic format is preferred for its capacity to conserve physical space, transcend user geography, and serve user needs and preferences. Print copies will only be purchased when an electronic copy is unavailable for library purchase. When collecting e- books, the preference is for perpetual access and unlimited simultaneous use. Additionally, licensing terms must be sufficiently flexible to allow for conventional use and the platform must be stable and functional. The library will not collect both the print and electronic form of a title if the electronic form meets all

selection standards.

Journals are collected almost exclusively in electronic format. Titles of sufficient importance to a particular discipline that are either not available electronically or only available electronically in conjunction with a print subscription, will be collected in print or “print and online” formats. Journals focusing on osteopathy or produced by osteopathic organizations are collected in print format, if available, regardless of electronic access, as part of the Lewis Library’s mission to preserve osteopathic materials.

Audio-visual and multi-media content is collected as a component of databases, point of care tools, journal subscriptions or e-books. DVDs and CDs are not collected unless at the request of faculty or in conjunction with a specific course. VHS materials and device-specific media are not collected.

## Electronic Resources

Lewis Library collects a variety of e-resources, including electronic books and journals, databases and point of care tools, among others. Like all resources within the general collection, e-resource acquisition is guided by alignment with the academic, research and clinical programs of the university. However, unique features require additional selection criteria including subject, content, terms of use, platform stability, interface functionality and search logic algorithms, compliance with ADA guidelines, and commitment to university initiatives.

E-resource licensing is a complex process. Lewis library actively negotiates with vendors to obtain the best pricing and terms of use for all electronic resources. Whenever possible, the library secures price caps or multi-year pricing (with a 3-year limit) as a hedge against product inflation. Additionally, the library negotiates for flexibility in interlibrary loan (ILL) lending, preferring email or secure electronic delivery as well as use of materials in course packs and reserves. When feasible, the library negotiates for perpetual access to purchased materials, whether via local archiving methods or a hosting fee paid to the vendor. Off-campus access and the ability to print or save individual copies of articles or chapters are imperative and e-resources that prohibit such activities are rarely purchased.

Electronic books and journals share the same selection criteria as print equivalents with the added complexity of assessing the terms of use discussed above as well as platform stability and functionality.

In database acquisition, emphasis is placed on uniqueness of indexed content as compared to other resources in the collection, searching functionality, availability of full text and link resolver integration. Perpetual access to the resource upon cancellation or loss of access is not usually possible with databases. The library also assesses and makes available authoritative, freely-available databases, such as those produced by the National Library of Medicine (NLM).

The library's role in the support of clinical activities of students and faculty make point of care tools an integral part of the collection. The library purchases point of care tools based predominantly on the quality and scope of content—its sources, coverage and frequency of updates. Ease of use, affordability and mobile accessibility are also important considerations.

## Languages

The library overwhelmingly collects English language materials but a limited number of monographs are occasionally purchased in other languages, usually based on faculty requests, user needs or relation to osteopathy. Foreign language journals are generally collected only when part of large, publisher-specific packages or consortia purchases, where the library does not have the ability to choose individual titles. On rare occasions, the library may choose to collect foreign language serials related to osteopathy.

## Publication Date

In general, Lewis Library collects recently (within 5 years) published in-scope materials. Exceptions are made for osteopathic and forensic materials, which are collected without regard to original publication date.

Clinical and biomedical materials are usually purchased within 10 years of publication. With regard to social science materials, subject specificity generally supersedes publication date, though recent publications still comprise the bulk of purchasing.

## Multiple Copies

The library purchases additional copies of materials based on use (i.e., number of checkouts), reserve status, use in multiple courses and faculty or student requests. Occasionally, titles may be purchased in multiple formats, such as print and electronic, though this is not preferred. Additional copies in



multiple formats are purchased based on the same criteria described above as well as perceived usefulness for distance education.

## New Editions

Generally, the library purchases new editions of select clinical and biomedical texts, high-use titles, reserve materials and required textbooks. The library retains up to the two latest editions of most monographs based on usage and course needs, with exceptions made for osteopathic, forensic and high-use titles which may be kept for longer periods.

## Retention

Lewis library considers publication date, usage, terms of use, condition, availability in electronic format and discipline when formulating retention and withdrawal policies. Retention policies focus on physical, rather than digital, information objects (i.e., print or media). Retention and storage of digital materials within Special Collections and perpetual access to electronic resources are discussed in separate portions of this document. Print and media materials may be withdrawn on an ongoing basis according to the criteria identified above, and all circulating materials are evaluated for withdrawal at least once annually. Occasionally, special “weeding” projects may be performed as institutional academic programs and research interests evolve.

In terms of circulating monographs, retention parameters are generally discipline-specific. For clinical and biomedical materials, currency is paramount and, thus, most items are only retained for 10 years or less. However, exceptions are made for highly utilized materials, which will be retained longer or, in rare cases, indefinitely. Social science, forensic and statistical materials traditionally have a longer useful life since historical data is often utilized in current research and thus may be kept longer or even indefinitely if the material remains relevant to the field and continues to be used. Osteopathic monographs will be retained indefinitely as part of the library’s mission to collect and preserve such information objects.

Only the most current two editions of reference materials are retained except when continued usage merits an exception. Important statistical sources are retained only if the data is not freely available online. Print journals are withdrawn when available in stable and affordable electronic formats, except in the case of osteopathic materials and materials of local or state interest. Media is

withdrawn when the format becomes obsolete, the material becomes outdated or when dictated by a lack of usage. In rare cases where the media content is unique (usually related to osteopathy or manual medicine or otherwise institutionally significant), it will be migrated to an extant format.

### **University Archives Collection Development Policy**

#### **Purpose**

The University Archives Collection Development Policy provides a framework for the acquisition, preservation and long-term access of original historical primary and secondary source materials with lasting institutional significance that support the research endeavors of the University of North Texas Health Science Center and that of public researchers.

#### **Audience**

The University Archives are predominantly intended for use by UNTHSC faculty, alumni, administration, staff and students. Osteopathic physicians and researchers, medical and regional historians and members of the general public also utilize the collection except when prohibited by federal or state law, university policy or donor applied restrictions.

#### **Collection Development**

The University Archives collects, organizes, and provides access to the official records of the university, materials that document the university's history, and materials that preserve the heritage of osteopathic medicine. Types of materials collected and maintained include manuscripts, photographs, books, film, negatives, slides, media, and artifacts. Additionally, exceptional items related to early osteopathic medicine and the history of osteopathy in the State of Texas are acquired. Acquisitions are made through university departmental records transfers and by public donations. A completed UNTHSC Gibson D. Lewis Library Deed of Gift must accompany each public donation after it has been considered and approved for donation by University Archives staff.

#### **Harmful Language Statement**

The University of North Texas Health Science Center University Archives preserves and provides access to the permanent historical records of the university and related osteopathic collections. The Archives aims to describe collection materials in a manner that is respectful to the individuals and communities who create, use, and represent its holdings. Some content in the materials or language in resource descriptions may reflect outdated, biased, and offensive views and opinions. In some instances, language contained in the collections was used by the people and organizations that created the

materials or by outside sources describing materials prior to acquisition by the UNT HSC University Archives. HSC collection cataloging standards and guidelines follow those of the National Library of Medicine Medical Subject Heading (MeSH) for medical materials and Library of Congress Subject Headings for non-medical materials. The University Archives recognizes that descriptive practices and terminology evolve over time and that efforts to create respectful and inclusive descriptions must be ongoing and as such makes an institutional commitment to university values and accessibility.

## Archives & Manuscripts

Archival materials are actively collected on a limited range of subjects, primarily the history of the Health Science Center and its predecessor organization, early osteopathic medicine and notable regional osteopathic physicians. Varied formats are collected, including documents, images, multimedia items and artifacts. Materials are predominately collected in English, though occasionally items in other languages may be accepted or acquired if they are in-scope for the Archive collection.

Primary collecting interests and material types currently in the Archives include:

- Select administrative, department and personnel records
- Manuscripts, meeting notes and personal papers
- Photographs of the university campus and buildings, university-related special events, TCOM founders and other affiliated individuals as well as regional physicians, photos from the Osteopathic Medical Center of Texas and photos related to Dr. Sutherland
- Microscopes and microscope slides
- Small medical equipment such as mortar and pestles, medicine bottles and beakers
- Pamphlets, flyers, announcements and other promotional materials
- Memorabilia such as clothing, banners, coffee cups, pens and pencils, patches and pins
- Media materials including VHS, audio recordings, slides, 16mm film, CDs, LPs, DVDs, microfiche and audiocassettes
- Blueprints and architectural drawings
- Certificates, awards and plaques given to affiliated individuals
- Books and articles written by, for or about the university or university-affiliated individuals
- Print dissertations and theses produced by UNTHSC students

- Oral histories of UNTHSC faculty members and researchers

It is important to note, that not all of these material types are actively collected.

#### WHAT WE DO NOT COLLECT

These materials fall outside the collection scope of the University Archives; however, there may be occasional exceptions.

- trophies, plaques or mounted awards
- photocopies of original materials
- materials covered by the HIPAA privacy rule
- student coursework or transcripts
- personal photographs of area physicians not related to the University
- yearbooks from other colleges and universities
- some forms of media
- cookbooks

Major collections included in the Archives are:

#### The UNT Health Science Center Archive

Archival materials related to the history of the university comprise the bulk of the collection. A voluminous amount of documents is produced by, about and for the Health Science Center. The Archives are not intended as a comprehensive repository for all of this data. Instead, collecting emphasizes media, documents, artifacts and images that illustrate the evolution of the organization, including important events, historic decisions and significant communications.

#### William G. Sutherland Collection

The Sutherland collection includes materials in a variety of formats related to Dr. William G. Sutherland (1873-1954), an important osteopathic physician, and the Sutherland Cranial Teaching Foundation, established to promulgate his theories. Many of the materials were created, owned or utilized by Dr. Sutherland. Materials from the collection of Dr. Anne L. Wales, one of the original Sutherland Foundation teachers, are also included in the collection.

## Osteopathic Medical Center of Texas (OMCT) Historical Records

Before closing in 2004, OMCT was located adjacent to the UNTHSC campus and served as the primary hospital training site for TCOM interns and residents. Due to this connection to the University, all available historical records from the hospital are included in the Archives. Personal medical records of former patients are of course not part of the Archive collection.

## Quincy Microscopes

Dr. John J. Quincy was an area dentist who donated his collection of rare and antique microscopes to the Osteopathic Medical Center of Texas. Upon that hospital's closing, the collection was transferred to the library. The collection includes 12 microscopes and related artifacts, all produced between the 1860s and 1930s. Most include their original case and several contain slides, condensers or other artifacts.

## Rare Books

Currently, the University Archives collects rare or distinct books and journals related to osteopathy, chiropractic and manual medicine. The guiding principle of the Rare Book collection is to preserve rare, unusual or minimally distributed in- scope materials for research and study. Areas of future interest for the Rare Book collection include family and rural medicine, forensics and criminology, public health, geriatrics, ophthalmology, microscopy and psychiatry. The collection of rare books has significantly narrowed in recent years. In the past, the collection included materials related to the history of medicine in Texas, 18th and 19th century medical science, orthopedics, bone setting and various medical specialties. Additionally, items such as medical equipment, ephemera and media were collected. Though much of this material has been retained, it was decided that a tightly focused collection was more congruent with the library's mission.

## Electronic Records

The University Archives accepts and houses electronic and born digital collections, whether wholly electronic or as part of a hybrid collection. Materials accepted in electronic format include, but is not limited to photographs, documents, audio recordings, and moving images. Electronic collections and materials are assessed and processed using the same archival standards as that for physical materials.

## Digital Collection

## Purpose of the Collection

The primary purpose of the Lewis Library Digital Collection is to enable the free exchange of information necessary for scientific advancement and academic collaboration. To this end, the library makes freely available two distinct types of digital content: unique materials in the public domain and the scholarly output of the UNTHSC. Digitization, while not a method of preservation, is also utilized to limit the handling of delicate or rare items while simultaneously ensuring their availability for research.

Preserving digital data in its original form is important since digital material may contain unique elements as distinct from print. Furthermore, curating the intellectual product of the institution via the digital collection acts as a hedge against rising journal costs and illustrates the library's commitment to facilitating scholarly discourse within the scientific community.

## Audience and Accessibility

The audience of the Digital Collection is much broader than that of the General Collection and includes not only students, staff and faculty of the university but all students, researchers and laypeople with Internet access worldwide. Generally, the content of the Digital Collection is freely available on the World Wide Web and accessible via the Institutional Repository. Exceptions are occasionally made; the most common exception is an embargo period placed on student dissertations and theses for purposes of publication or protection of original and potentially marketable research. The library may also limit access to affiliated users if ownership is unclear or in dispute or at the request of the legitimate copyright holder. The Institutional Repository itself has been designed according to section 508 of the Americans with Disability Act and all efforts will be made to comply with standards and best practices of the field with regard to metadata, formats and image quality.

## Scope of the Collection

There are two main components of the Lewis Library digital collection: materials digitized for other library and institutional departments and materials collected specifically for the digital collection. The former includes journals and monographs, university and professional archives and other materials digitized on demand or as part of ongoing projects. The latter includes institutional scholarly output such as journal articles, book chapters, conference papers and posters, student-authored dissertations

and theses, born digital content and monographs on a limited range of subjects collected exclusively for digitization purposes. Generally, collection policies pertaining to materials digitized for other library departments (mainly Archives and Rare Books) are discussed in other sections of this policy.

Additionally, the library is in the process of digitizing the journal of the Texas Osteopathic Medical Association (TOMA). The library does not own the rights to this content but has been authorized by TOMA to digitize and make it freely available. The library may engage in similar digitization projects for other organizations with in-scope content in the future.

## Subjects, physical formats and foreign languages

In general, materials are selected for the Digital Collection based on the subjects listed in the General Collection portion of this policy. Forensic science and early scientific criminology are areas of particular emphasis within the Digital Collection. Various physical formats are collected and converted to digital formats including monographs, journals, VHS, CD, cassette tape, photographs and ephemera, among others. Foreign language materials are included in the collection only occasionally and on an ad hoc basis.

## Selection and Prioritization

Curating the intellectual product of the university is a major focus of the digital collection. Theses and dissertations authored by UNTHSC students are collected and made available in the Institutional Repository, sometimes with an embargo. Print dissertations and theses predating digital submission are currently housed in the UNTHSC archives and are digitized only when consent is obtained from the authors. The library also collects journal articles published by UNTHSC authors for inclusion in the Digital Repository whenever possible. In general, this occurs when affiliated authors publish in open access journals, in journals with self-archiving policies or when the author negotiates to maintain their copyright. To this end, the Digital Projects Librarian regularly promotes open access and self-archiving and strives to educate faculty and students about authors' rights. UNTHSC authored conference papers, posters and all other forms of scholarly output are collected in the Digital Repository as well.

With the exception of older dissertations and theses, most scholarly output within the collection is born digital (though print equivalents may exist). Other born digital materials are collected as well though, at the time of the creation of this document, such content comprised only a small portion of

the collection. However, the library will continue to investigate in-scope born digital content for possible inclusion in the collection.

In addition to UNTHSC scholarly communications, various physical information objects such as books, journals and other materials, are digitized and included in the collection. To be candidates for digitization, materials must be in the public domain or the copyright must be owned by the University of North Texas Health Science Center. Additionally, materials must be in scope for the academic and research programs of the university. Priority is given to unique materials that have not already been digitized and made freely available on the World Wide Web and to content that closely aligns with current institutional research initiatives and health institutes. Physically delicate, degrading or in-demand materials from the Archives or Rare Books collection will also be prioritized for digitization in order to limit environmental and human exposure.

## File Formats

A number of digital file formats are created and collected in the course of building the Digital Collection. TIF is the preferred format for images and all library-produced image files are in this format. CRW, CRW2 and JPEG files will also be accepted into the collection. Since data loss is a concern with JPEG format, JPEG files will be retained until a TIF file of superior quality (i.e. bit level fidelity) is secured. Since the proprietary nature of the format, and not quality, is the concern with CRW and CRW2 formats, these formats will be immediately migrated to TIF and the original CRW or CRW2 file will be destroyed. PDF is the preferred format for text files. Word and txt files will also be accepted, but will be migrated to PDF.

In terms of video files, a number of file formats are acceptable including MPEG-2, uncompressed MXF, MJP2\_FF\_L, MPEG 1-4, AVI, Quicktime, WMV, FLA , SWF, SVG1\_1 and SVG\_1\_2. However, MPEG-2 and uncompressed MXF and MJP2\_FF\_LL are currently preferred. The multitude of acceptable formats owes to the relative newness of this medium as a digital object, the proprietary nature of most extant formats and a lack of standards within the profession. Similarly, there are a profusion of accepted and preferred formats for audio files, including PCM, AAC, WAVE, AIFF, MP3, M4A, QTA\_AAC, WMA\_WMA9\_PRO, WMA\_WMA9, XMF, SMF, RMID and MIDI\_SD. Since proprietary formats are of dubious longevity, all formats will be accepted and may be migrated at a later time as standards and best practices develop.



## Copyright

Materials in the Institutional Repository are made available for the purposes of teaching, study and research in compliance with Title 17 of US Copyright Law. In general, content included in the Digital Collection meets one of the following criteria with regards to copyright: it is in the public domain, the copyright is owned by the Health Science Center or the author(s) have formally consented to have the material included in the collection. Occasionally, objects with unknown or untraceable copyright may be digitized for the collection. Such materials will be removed from the Repository at the request of a verifiable copyright holder.

## Removal and Maintenance

Occasionally, digital objects may be removed from the collection for reasons including but not limited to space limitations, requests from legitimate copyright holders, migration to new formats, collection development decisions and other reasons. The format and metadata of objects will be maintained by the library's Digital Projects staff in order to ensure the continued accessibility and discoverability of objects within the collection. This includes monitoring the development of best practices for new digital media such as audio and video files and migrating file formats as necessary. Some physical information objects may also be damaged or destroyed in the digitization process. The Digital Projects Librarian, in consultation with the Collection Development Committee, will decide when to dispose of physical objects damaged during digitization and pre-migrated digital objects subsequent to format migration.