

4.3.1 Digitisation Policy

In line with national and international best practice, Gladstone's Library is committed to the creation of open-access digital resources. We believe that these offer some of the best ways to increase access and improve document preservation through reducing handling. Though not considered a formal preservation method or substitute for material titles, archival-standard digital copies offer the best way of recovering and/or guiding the restoration of any damaged document.

The Library's commitment to digitisation is shaped by 'Digital Gladstone', a series of collaborations with scholars, universities, creative practitioners and students which secure third-party funding to advance the Library's digitised holdings and online public engagement.

Gladstone's Library's role is the creation and maintenance of digital resources which encourage and permit others to generate original research. We cannot commit to projects which would require us to produce original research ourselves.

Digitisation of printed books and archives

All reprographic requests are completed via scanning rather than photocopying. All items are scanned at archival standard (400dpi uncompressed TIFF) with a JPEG copy created at the same time. The latter is used for open-access public engagement.

A standard file-naming convention allows all items to be part of an interoperable system.

Our Heritage OPAC (MainCAT and GladCAT) is fully online and cloud-hosted, with the potential to hold images. Our aim is to enhance GladCAT with both records and images for the GGA.

By 2025, we aim to have digital copies of all the Glynne-Gladstone Archive (GGA) and the annotated printed books from the Gladstone Foundation Collection. These will be hosted in an open-access format with basic metadata allowing functional searches.

Our current digitisation project is funded by the Carnegie Corporation of New York.

Audio/Video – the Gladstone's Library Digital Archive

Gladstone's Library formally committed to the creation and maintenance of a Digital Archive, holding the recordings made of every viable event since 2013. All recordings are listed on MainCAT.

From 2014-2020 full recordings were freely available via the website [Soundcloud](#). In 2020 Gladstone's Library launched an intranet, designed to enhance global public engagement. Full recordings became available via the intranet-based Digital Archive and the recordings on Soundcloud were reduced to ten minutes in duration.

Rights to recordings are held by Gladstone's Library, with the speaker given full credit and third-party rights. All audio and video recordings can be placed under embargo at the speaker's request. Embargo limits are currently set at five years.

Rights Management

Between 2018-2020 a robust system of rights management was developed, advised by Naomi Korn Associates. Any material to be digitised and made publicly available, including recorded events, is subject to these procedures.

Cloud Storage

The storage of digitised materials is a major commitment and has historically been the impediment to digitising the collection. In recent years cloud storage has come within financial reach of smaller institutions and digitisation of the collection a feasible option. Materials are only digitised if storage is financially costed and all collaborative projects must show they meet their storage costs before they are approved.