UF’s Model Collaborative, Distributed Digitization with Partners

The UF Smathers Libraries regularly have extensive experience and provide many resources for distributed, collaborative digitization with partners.

UF and all partners commit to the agreed upon and stated goals as well as the spirit of collaboration. Agreements can be relatively informal or formalized with a governance model with internal and/or external advisory and collaborative groups. Even at the most informal, partners grant permissions for access and preservation of materials and partners retain all rights to their materials.1

UF tools and resources support all stages and types of distributed, collaborative digitization partnerships, including:

- **Permissions-Based, Collaborative Model with Distributed Work**
  - Partners retain all rights to materials, granting permissions for access and preservation
  - Partner materials are clearly attributed to partners
  - Partners commit to complying with copyright (UF can liaise and recommend resources on questions)
  - Partners contribute metadata (import tools, and easy web form) and digitizing materials

- **Tools for Digitization and Digital Curation**
  - Integrated online tools for printing tracking sheets for physical items, creating and uploading metadata/files, performing, quality control, automatic workflow status and activity tracking and reporting, automatic reports on materials in process
  - Available training materials, webinar videos, other materials created regularly, and in-person trainings scheduled when needed and resources allow
  - Integrated with the digital collections interface for optimal ease and efficiency

- **Digital Preservation**
  - Integrated, automatic process with the digital library for permanent preservation

- **Digital Library Hosting**
  - Hosting of all materials within the shared thematic/topical collection; and, simultaneously within unique partner collection2
  - Integrated online tools for collection page edits/updates and customization, tracking and reporting on individual items, tracking and reporting at each collection level, quarterly usage reports emailed on all partner items

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Please note that UF is explicitly prohibited from any commercial or for-profit use, and partners retain all rights.

2 Partners may also elect to have materials hosted in local institutional collections, and other collaboratives. UF supports partner collections on UF servers/systems.
- Seamless maintenance and upgrades with minimal downtime (uptime average 99.999%)
- Data feeds automatically harvested by various scholarly systems (e.g., NINES, Networked Infrastructure for Nineteenth-Century Electronic Scholarship; www.nines.org)
- Optimized for search engines; materials are findable in Google
- Data feeds automatically harvested by many other systems (e.g., Digital Public Library of America; National Library of Australia in Trove; etc.)
- Ongoing enhancements and development done in direct collaboration to ensure systems meet collaborative needs and local needs for all partners

- Digital Scholarship:
  - Integrated online curator tools support collaboration with librarians, scholars, students and others
  - Ongoing enhancements and development, done in collaboration with scholars to ensure the technologies best meet and support their needs
  - Technical and human infrastructure to integrate digital library with scholarship as part of scholarly community resources and activities