

# **Digital Archives Multimedia Policy Development Task Force**

## **DRAFT CHARGE**

Prepared by Ray Uzwysyn, Director, Collections and Digital Services

In recognition of Texas State University Libraries ongoing commitment to Digital Preservation and ongoing evolution of digital files and multimedia possibilities, the Libraries should establish a short term task force to develop, research and answer pressing challenges regarding Digital Multimedia Policy with special focus on University Archives Dissertation and new Theses submissions containing multimedia files for both the Graduate School and Honors college submission process.

### **Charge**

The Multimedia Policy Development Task Force is charged with an assignment to be completed between six months and a year to:

- Research and Develop a new library multimedia policy document for the university libraries and archives focusing primarily on questions (see below) for multimedia files submitted for Theses and Dissertations to resolve ongoing policy questions
- Consult with appropriate parties and stakeholders in multimedia policy development (i.e. Graduate School and Honors College Deans/Assoc. Deans, University Libraries, AVP, Copyright Officer, University Archives Director, University Accessibility Officer)
- develop policy so that ongoing and future multimedia file questions and future questions are resolved and may defer in the future to the policy

### **Deliverables**

The material deliverables to be presented to the Director's Committee regarding the policy are:

- A Multimedia Theses and Dissertation Policy Draft recommendation with presentation by the task force to the Director's Committee and University Libraries AVP for further review.
- A Memorandum of Understanding (MOU) draft for Graduate/Honors Colleges and University Libraries pertaining to the Multimedia Policy
- A set of answers to questions below pertaining to multimedia files, digitization and university graduate and honors college theses that are also answered in the overarching policy.

### **Questions**

#### **Honors Theses**

- What is the current arrangement with the Honors College in regard to which files the libraries will be retaining in the Digital Collections Repository?
- Are there existing Honors College theses policies that pertain to multimedia file formats?

- When A/V files are provided accompanying an Honors theses, and require captioning, transcription, or other accessibility accommodations, who will be responsible for ensuring that and the potential costs?
- For preservation, is there an expectation for Digital & Web Services to retain a copy of A/V formats that accompany Honors College theses and if so, for how long and will this include assurance of migrating formats for preservation over time?
- Should a Memorandum of Understanding (MOU) between Honors/Graduate Colleges and University Libraries be drafted so there are no questions in the future?

### **Graduate College Electronic Theses and Dissertations**

- Are there existing Graduate College policies pertaining to multimedia files accompanying electronic theses and dissertations (ETDs)?
- When A/V files are included with ETDs, and require captioning, transcription, or other accessibility accommodations, who will be responsible for ensuring that and the potential costs?
- For preservation, will the University Archives or Digital & Web Services be responsible for ensuring preservation of A/V file formats in either the archival collections or Digital Collections Repository?

### **Recommended Group Composition**

**Chair:** Todd Peters, Head, Digital and Web Services  
Laura Waugh, Digital Collections Librarian  
Ginger Williams, Head, Acquisitions  
Stephanie Larrison, Electronic Resources Librarian  
Stephanie Towery, Copyright Officer  
Kris Toma, Director, University Archives  
Ad Hoc member: Misty Hopper, Head, Cataloging and Metadata Services

### **Background Document**

Peters, Todd. Issues Concerning Theses and Dissertations Audio/Video Files