

Texas Health Science Libraries Consortium

Digital Medical Library Project

THSLC Digital Projects Selection Criteria

Selection criteria for Digital Projects

1. Institutional collection policies:
 - Institution determines objects (see each institution's policy)
 - Institution is responsible for physical property and intellectual property rights issues. (In general, however, archives hold property rights to all materials in collections and only provide digital access to collections in the public domain or in which the archives holds copyright.)

2. Providing access to source materials which deal with the health sciences that are:
 - Beneficial to students, historians, researchers and other life-long learners and/or can be used to support their research and instructional needs;
 - In high demand by researchers and/or the public;
 - Key holdings which show collections' strengths, or are representative of participating institutions' collections, as well as materials that are unexplored but have major historical significance;
 - Not duplications of objects already available in digital format (unless those digital objects violate copyright);
 - Unique and/or intrinsically valuable;
 - Too fragile, brittle, or unwieldy for use by researchers;
 - In the public domain or the property of individual institutions that either hold the copyright or have legal authority to digitize the materials and make them available through the THSLC

Digital collection types

- Collaborative - containing digital objects dealing with Houston/Galveston health science history and research
(Example: Medicine in the Houston-Galveston Area, 1940-1950
(alternative title: The Birth of the TMC, 1940-1950))

- Institutional (individual) – containing digital objects dealing with any aspect of health science history and research

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Digital object specifications

- Source materials include—but are not limited to—print documents, text and manuscripts, photographs, art and art reproductions, postcards, illustrations, sound and video recordings
- Metadata: minimum metadata required for qualified Dublin Core elements available
- Format
 - Correct resolution, size, number per object (to be determined) (archival and access formats)
 - Metadata should clearly distinguish between original object and digital object
- Identification
 - Persistent Uniform Resource Identifier or Digital Object Identifier is the long-term goal. For immediate purposes, use the Unique ID Standard defined in the **THSLC Digital Project Standards** and use URL in Identifier element. The Institution is responsible for making the digital object searchable and accessible
- Website
 - Each institution should have a website consisting of at least one page providing a narrative description of the collection that will help the researcher understand the nature and scope of collection;
 - Is should include any restrictions that apply to use of the materials; digital objects or link(s) to digital objects other than the thumbnail (audio/video clip, or other minimal display of digital object) provided on the Encompass page; or any other information determined by the institution.
 - Collaborative projects may also have a collaborative webpage.
 - For example, a collection of photographs on medicine in Houston-Galveston, 1940-1950, could feature a simple one-page narrative (on a THSLC server) that introduces the material, places it in historical context, provides background information and possibly references.
 - Each institution could also have on its website a narrative description of the collection that will help the researcher understand the nature and scope of the collection from that libraries perspective.