

## *IWU Archives & Special Collections Statement on Creating and Preserving Digital Collections*

It is the policy of IWU's Archives and Special Collections to promote and present selective and/or representative records with historical significance to the University in fully searchable, online collections when it is legally and financially possible to do so. Examples of such records are meeting minutes from campus committees, official publications from campus-connected organizations (student publications, honors research, alumni publications, etc.), and photographs or other media. In cases where privacy or confidentiality is a concern, such collections may be restricted to campus access only but the default preference is towards open access whenever possible.

In consideration of our institution's available resources, our preservation policy for digital content aims to achieve the following objectives:

- preserve and provide continued access to digital material, both born digital and digitized;
- ensure that preserved digital materials are authentic;
- prevent damage and deterioration of the physical media by ensuring adequate environmental control;
- create digitized copies in formats that make future migration possible;
- change the format of digital materials to preserve their intellectual content, if it is necessary.

Records that have been digitized for these purposes have been created from historical master copies which may contain opinions, language, images, or other content that the modern reader may find offensive or in other ways reflect the sensibilities and capabilities of the creators in historical times. The IWU Archives presents these documents as part of the historical record and does not endorse the attitudes expressed therein. Furthermore, the Archives cannot alter historical records to suit contemporary needs. In certain cases, it may be possible to add notes or comments correcting verified errors, but these exceptions still will not be applied in a way that changes the appearance of the authentic record.

It is the policy of the Archives to preserve original artifacts in whatever state they currently exist regardless of whether or not digital copies are created. Where warranted by the significance of the record and likelihood of preserving the content, conservation treatments needed to prevent deterioration may be attempted.

In addition, in the case of material digitized for the purpose of online access, file resizing may be necessary to ease downloading or to enable streaming content. When these steps are taken, a record of the process used to compress the file and the location of the digital and/or physical master will be associated with the online version.

Questions about this policy may be directed to University Archivist & Special Collections Librarian Meg Miner at [mminer@iwu.edu](mailto:mminer@iwu.edu); 309-556-1538.