



Collection Development Policy

Purpose

The Digital Maryland Archive seeks to collect and preserve digital materials that reflect the history, culture, and heritage of the state of Maryland. We aim to provide free and open access to materials that are not available elsewhere online, ensuring that they contribute uniquely to the digital landscape and the understanding of Maryland's past and present. Projects are considered on a case by case basis, below are Digital Maryland's general guidelines.

Materials Accepted

Digital Maryland accepts submissions of the following types of materials, provided they meet our criteria for relevance, originality, and metadata quality:

- **Images:** Historical photographs, illustrations, maps, and artwork representing Maryland's history and cultural heritage.
 - **Documents:** Letters, manuscripts, diaries, public records, and other written materials that provide insight into Maryland's people, places, and events.
 - **Audio:** Oral histories, speeches, interviews, and other audio recordings that are historically or culturally significant to Maryland.
 - **Video:** Film footage of oral histories, events, or culturally-significant creations.
 - **Objects:** Photographs of culturally or historically relevant objects will be considered.
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Materials Not Accepted

Digital Maryland does not accept the following materials:

- **Commercial Content:** Commercially produced content that is under copyright.
- **Duplicate Content:** Materials that are available in other online databases or archives.
- **Copyright-Protected Content:** Submissions with active copyright protection, unless permission is explicitly granted by the copyright holders. Materials with unverified rights are handled on a case by case basis.
- **Content with Personally-Identifying Information:** Materials that include information such as phone numbers, email addresses, physical addresses, or medical information that could lead back to a living individual or is protected under Census rules (1950 or later).
- **Incomplete Metadata:** Submissions that lack attribute metadata, such as title, date, location, creator, and description.
- **Collections Containing Fewer Than 30 Items**

Criteria for Selection and Prioritization

- **Relevance:** Submissions must be historically or culturally relevant to the state of Maryland, representing its people, places, traditions, or significant events.
- **Originality:** Materials must not be available elsewhere online. We seek to avoid duplication and ensure that our collections offer unique resources.
- **High-Quality Metadata:** Each submission must include comprehensive and accurate metadata to enhance the discoverability and research value of the materials. Partners in need of support with metadata development may contact Digital Maryland to discuss potential strategies for the representation and description of their collection.
- **Copyright:** We do not accept materials under active copyright protection without express permission from the copyright holders.
- **Permission:** Submissions must be accompanied by documentation verifying that the contributor holds the necessary rights to distribute the material.
- **Prioritization of Underrepresented Voices:** Priority will be given to materials that amplify underrepresented voices and perspectives in Maryland, enhancing the diversity and inclusivity of our collections.

Maintenance and Removal

Digital Maryland is committed to maintaining a high-quality, cohesive digital archive that is both useful and accessible. In some cases, individual items or entire collections may be removed or deaccessioned due to considerations such as collection refinement, storage limitations, copyright disputes, or alignment with collection goals. These decisions will always be made in consultation with the collection partner and other relevant parties.

To ensure the continued relevance and usability of our collections, Digital Maryland may periodically update metadata and other content. These updates take into account updated terminology, preservation priorities, the age of collections, and evolving archival standards, supporting our mission to sustain accessible and reliable resources over time.

Access

Digital Maryland Collections will be displayed with open-access on the internet and harvested by Worldcat (OCLC) and the Digital Public Library of America (DPLA). Metadata will be made freely available for harvesting and reuse under Creative Commons licenses.

Contact

- For questions about submissions or rights permissions, please contact Digital Maryland at digitalmd@prattlibrary.org.

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