

Cline Library

## Special Collections and Archives Digitization on Request Policy

*Last updated February 21, 2021*

### Overview

As part of its commitment to digital (remote) access outlined in SCA's [Access and Use Policy](#), Cline Library Special Collections and Archives (SCA) seeks to accommodate user-generated requests for the digitization of archival materials and/or online access to digital copies of archival materials through the [Colorado Plateau Digital Collections](#) (<https://archive.library.nau.edu/>), within existing resource constraints.

*Please note that SCA may be unable to fulfill a user-generated request for digitization and/or online access through the Colorado Plateau Digital Collections due to various factors outlined below.*

### Submitting Requests

To submit a request for digitization, visit the "Order from the Archives" webpage of SCA's website: <https://nau.edu/special-collections/order-from-the-archives/>.

Click on the "Digitization Request" button located at the bottom of the page to complete the request form.

### Fulfillment of Requests

#### Delivery System

User-generated requests for digitization of archival materials typically result in the upload and ingest of the selected material into the Colorado Plateau Digital Collections. Where delivery of digitized material via the Colorado Plateau Digital

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Collections is inappropriate or unfeasible, SCA will seek to provide an alternate mode of delivery on a case-by-case basis.

Please note that digital and digitized materials in the Colorado Plateau Digital Collections are ***access copies only***, meaning that they cannot be reproduced or used in publication without obtaining appropriate permissions from SCA and/or the appropriate rights holders. Requests for digitization which involve obtaining permission for reproduction and/or high-resolution digital copies fall under [SCA's Image Use Policy](#). Researchers should [contact the department](#) with further questions.

## Fulfillment Time

SCA seeks to fulfill user-generated requests for digitization and/or online access through the Colorado Plateau Digital Collections in a timely manner. The department endeavors to provide accurate estimates regarding the fulfillment time(s) for user-generated requests for digitization and/or online access. Fulfillment times vary based on a number of factors.

## Limitations for Digitization Requests

### Content and Scope of Request

If a user requests the digitization of material whose content and scope is inappropriate for ingest into the Colorado Plateau Digital Collections, the request for digitization and/or online access through the Colorado Plateau Digital Collections may be declined. Alternatively, the user may be able to pay any applicable reformatting fees to obtain a digital copy of the material for personal use only by contacting an SCA order fulfillment specialist.

### Processing Status of Materials

SCA does not digitize materials from unprocessed or minimally processed archival collections. Requests for digital copies of materials from unprocessed or minimally processed collections trigger further processing activities before they can be fulfilled. Such requests will be reviewed by the department on a case-by-case basis. Please see SCA's [Arrangement and Description Policy](#) for more information.

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## Quantity/Extent of Materials

SCA may be unable to accommodate requests for digitization which involve a large quantity or extent of original materials. Such decisions will be made on a case-by-case basis by SCA staff.

## Physical Condition of Materials

Some archival materials held by Special Collections and Archives are extremely fragile or in poor physical condition. SCA may decline to digitize materials where digitization activities pose a significant risk of damage to the original materials. Please see SCA's [Preservation Policy](#) for more information.

## Format-Specific Concerns

SCAs is limited in its in-house digitization capabilities and cannot digitize all formats to its current capture standards. SCA may decline to digitize materials where the format or size of the materials mean that the department is unable to handle them in-house or the resources required for digitization are not available. Alternatively, users may collaborate with SCA to financially support digitization of the requested material by an external vendor.

## Existing Access Restrictions

SCA is unable to digitize materials and provide online access through the Colorado Plateau Digital Collections where existing access restrictions for the archival collection(s) prohibit digitization and/or online access to said materials. Please see SCA's [Collections Management Policy](#) for more information.

## Cultural Sensitivity Concerns

As part of its commitment to the [\*Protocols for Native American Archival Materials\*](#), SCA may be unable to fulfill requests for digitization for materials which would trigger consultation with SCA's institutional partners regarding cultural sensitivity concerns for Indigenous communities.

In such instances, SCA will inform the user of the issue(s) at hand regarding the request for digitization. SCA will contact the appropriate cultural partner(s) to request review or consultation regarding the request for digitization. The

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department will keep users informed of any decisions made by the appropriate cultural partner(s) regarding their requests for digitization.

## Privacy Concerns

SCA is unable to fulfill requests for digitization and/or online access to archival materials where the material in question is or may be privacy-protected or fall under other legal protection. Please see [SCA's Access and Use Policy](#) for more information.

## Copyright Status

SCA is unable to fulfill requests for digitization and/or online access to archival materials through the Colorado Plateau Digital Collections where such activities would be in violation of copyright. Please see the [Collections Management Policy](#) for more information.