1. Introduction

The State Library of Western Australia is responsible for a comprehensive collection of library material including those relating to Western Australia and its people. The collection comprises books, journals, newspapers, maps, ephemera, printed music, photographs, manuscripts, oral history recordings, film and video and web-based resources.

Reformatting, primarily by the methods of digitisation and microfilming, has enabled the State Library to widen access to and manage the preservation of its collections. The reformatting of resources is undertaken primarily to provide wider access. The Library’s Strategic directions 2006-2008 statement identifies the key strategic focus:

“To enrich the lives of Western Australians by:
• enabling access to resources for information, learning, enterprise and recreation
• collecting and preserving our social and documentary heritage for current and future generations”

Reformatting contributes in key outcome areas for the Library. It is part of the activities contributing to Key Outcome 2:

“To encourage the desire of Western Australians to seek information we will:
• make easier remote access to resources and services;
• make our resources visible through selected digitisation of iconic items”

Reformatting is a primary means by which the preservation outcome of Key Outcome 2 is met:

“To collect and preserve a significant set of Western Australian material.”

This policy outlines the Library’s approach to reformatting its collections and to providing access to and managing the reformatted collections. It provides a framework to help guide the development of work processes and practices. As our digitisation program is expanded, it will provide users world-wide with access to the Library’s unique resources and allow new and innovative ways of engaging people with our collections to profile our State’s past, present and future identity.

2. Reformatting Goals

By reformatting its collections the Library aims to:
• Build more accessible content relating to Western Australia’s documentary and cultural heritage to support research and library
programs; and
- Manage the preservation of rare, unique and fragile collections while also increasing access to them.

In addition to these objectives the Library has further specific goals relating to digitisation:
- To enable people, regardless of location, to directly access and use a range of resources without having to visit the Library.
- To support the Library’s education, outreach and exhibitions programs.
- To significantly increase accessibility to Western Australian content and engage new audiences by providing rich experiences for users through innovative technologies and services that allow connection with and creation of content as well as access to content.

3. Principles

The following principles guide the Library’s reformatting activities:
- The prime purpose of the Library’s reformatting program is to provide enhanced access to and use of our unique Western Australian resources.
- Reformatting for preservation will be undertaken of rare, unique and fragile collection items to reduce the need for future handling of original items and address the deterioration of physical formats.
- The highest priority for reformatting is material relating to Western Australia and Western Australians. Other important non-Western Australian material will be reformatted under certain circumstances.
- Usually, collection materials will be reformatted in their entirety, for example, an entire newspaper, book, or photograph collection. This enables access to the whole item as well as the parts contained within it. Private archive collections because of their complex nature and size are an exception and sometimes only individual parts or series may be reformatted.
- Reformatting of items in the collection does not diminish the Library’s commitment to the preservation and care of the originals. The availability of reformatted surrogates reduces the need for future handling of the original items which are maintained in appropriate preservation conditions.
- The Library aims to minimise any duplication of its reformatting activities by working collaboratively with other Australian institutions.
- The Library employs widely accepted national and international standards and practices for reformatting.
- Reformatting takes account of the copying provisions within the Copyright Act 1968 and any use or reproduction will be in accordance with Library policies and in compliance with any copyright or other access restrictions.

The following additional principles guide the Library’s digitisation activities:
- Digitisation will be prioritised to support the discovery of Western Australian content in the on-line environment via access to, connection
with and creation of content.

- Collection material is digitised in accordance with the standards used by the Library to ensure the digital copies are fit for purpose.
- Digital versions of collection material represent the original item as accurately as possible. Images are not digitally manipulated or enhanced, except to compensate for defects in equipment or to enhance the legibility of text.

4. Selection of material for reformatting

A range of library materials are reformatted to support services as outlined below.

(i) Routine reformatting

Reformatting is an ongoing program at the Library and ranges from microfilming of newspapers as part of our national obligations through to digitisation of photographs.

Existing collection material selected for reformatting is assessed against the criteria below:

- Items selected for web based services or to complement physical programs, exhibitions and displays;
- Items of particular Western Australian historical and/or cultural significance;
- Items at risk or to which access is restricted due to its condition or value;
- Unique and iconic material;
- Collections in high demand; and
- Material for which copyright restrictions have expired or permission to reformat has been obtained.

An annual plan, to provide an integrated approach and ensure that reformatting priorities are aligned with the Library’s strategic direction will be developed by the Outreach and Subject Specialist Team, in collaboration with Preservation and Maintenance. This plan will identify the material that will be reformatted as part of the routine reformatting program based on capacity. Collection material is reformatted and the masters stored according to the appropriate standard endorsed by the Library.

Where previous reformatted versions exist that do not meet current standards, the original items may be reformatted to the current standard when requested by an internal or external customer.

(ii) Outreach and Public programs

Collection materials are reformatted, usually by digitisation, to support the Library’s outreach and public programs such as exhibitions, publications, as well as web-based services and education activities. Reformating for this purpose enables the Library to engage new users and audiences.

(iii) User requests for collection items

The Library supports access to the collections through interlibrary loan and
document delivery or direct to users. These services allow users to purchase digital or print copies of items in the Library’s collections subject to copyright and other access restrictions. These copies may be at a lower quality than other collection reformatting.

(iv) **Content for federated resource discovery services or partnerships**

The Library contributes to a number of national resource discovery services which enable users to search for resources and to link to digital copies of the resources and collaborates with different partners to enhance access or understanding of the collections. The Library’s reformatting program supports and provides content for these services and collaborative projects. The Library also will endeavour to provide links in its catalogue or website to significant Western Australian items held by another institution and digitised by them.

5. **Management of reformatting activities**

Management of the Library’s reformatting activities is primarily shared between the Outreach and Subject Specialist Team, which determines priorities for reformatting based on our clients’ needs for access as well as programs and services to be delivered and the Preservation and Maintenance Team, which advises on preservation priorities based on condition reporting. The Preservation and Maintenance Team is responsible for developing and monitoring technical standards for reformatting while the Outreach and Subject Specialist Team is responsible for the overarching policy documentation. Expertise to support the reformatting of resources is drawn from across the Library as required. **Appendix A** identifies specific roles and responsibilities for reformatting across the organisation.

Reformatting of original heritage material is undertaken in-house by Library staff or contractors. Depending upon the nature of the project, digital capture in some cases may be outsourced.

The Library employs accepted preservation principles to ensure the safe storage and management of reformatting masters. The Library is committed to the development of preservation strategies to ensure masters remain usable over time, even when the current technologies to access them change.

6. **Access to Reformatted Collections**

The Library’s reformatted collections can be searched and accessed through a range of discovery services. Primary access is provided by the Library’s online catalogue, the Australian National Bibliographic Database in Libraries Australia, and Picture Australia. Digital surrogates are accessible through links in the catalogue record for the original item.

Discovery and access are facilitated through the use of open standards which allow the harvesting and indexing of the Library’s metadata by public search engines such as Google™ and federated resource discovery services.

7. **Standards**
The Library is committed to maintaining and promoting appropriate standards for creating, managing and providing access to its reformatted collections. It adheres to established international standards and adopts best practices as they emerge. The Library also contributes to reformatting standards development activities.

Metadata (descriptive, administrative and structural) is created using established international standards. Standard protocols for enabling search engines to harvest and index this metadata are employed so that it can be exposed more widely on the Internet.

Review and revision of the Library's standards and practices are undertaken annually by the Manager: Preservation and Maintenance.

8. Care and Handling of Original Materials

Reformatting activities undertaken by the Library are consistent with the preservation requirements of the original items, and reformatting procedures ensure that material is not damaged during reformatting. Library staff and contractors are trained in the care and handling of collection material. Reformatting is undertaken using appropriate equipment.

The Library aims to reformat collection material in its best possible physical condition and preservation assessment and any treatment of original materials is undertaken prior to reformatting whenever possible.

9. Promotion

The Library’s reformatting activities are promoted to ensure that the greatest possible range of users is aware of the collections. As appropriate, promotional activities will be undertaken for specific user communities and also to engage new audiences.

A range of promotional strategies will be employed, including using the Library’s website to highlight newly reformatted collection material, presentations to users, tours of reformatting work areas and preparation of articles for publication.

10. Reporting

The Library’s reformatting activities are reported to Government through the Annual Report. Internally, reformatting activities are reported and monitored through the Library’s performance management framework.

11. Policy review

A review of this policy will be undertaken annually by the Manager: Outreach and Subject Specialist Team.
## Appendix 1

### State Library of Western Australia

#### Reformatting Policy

#### Roles and Responsibilities

<table>
<thead>
<tr>
<th>Team/Position</th>
<th>Responsibility</th>
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<tbody>
<tr>
<td>Collection Development Team</td>
<td>• Manage collecting program.</td>
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<tr>
<td>Outreach &amp; Subject Specialist Team</td>
<td>• Develop policy documentation and annual plan for reformatting program. • Promotion of reformatted items to ensure maximum use.</td>
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<tr>
<td>Manager: Outreach &amp; Subject Specialist Team</td>
<td>• Oversee policy development and review.</td>
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<tr>
<td>Battye Librarian</td>
<td>• Proactively coordinate an annual plan in consultation with other teams, to prioritise items for reformatting based on programs to be developed, significance of materials, capacity and preservation issues. • Manage threats to the accessibility of the State Library’s resources.</td>
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<tr>
<td>Subject Specialists</td>
<td>• Selection and prioritisation of items for inclusion on the annual plan based on programs being developed and demand for items.</td>
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<tr>
<td>Preservation &amp; Maintenance Team</td>
<td>• Manage the implementation of the annual reformatting plan to the prescribed standards. • Manage any preservation work required as part of the reformatting process. • Devise technical standards for reformatting. • In consultation with Battye Librarian and Subject Specialists, determine appropriate format for reformatting of resources. • Reformat to provide access to meaningful digital content that is an acceptable representation of the original content.</td>
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<tr>
<td>Access Team</td>
<td>• Resource description and online delivery of items.</td>
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<tr>
<td>Digital Services</td>
<td>• Support for development and</td>
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<tr>
<td>Resource Services</td>
<td>Store and manage reformatted collections to ensure their integrity and preservation.</td>
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maintenance of the digital storage, management and delivery systems.