

Creating Policies

Digital Stewardship Curriculum

Institutional
Level



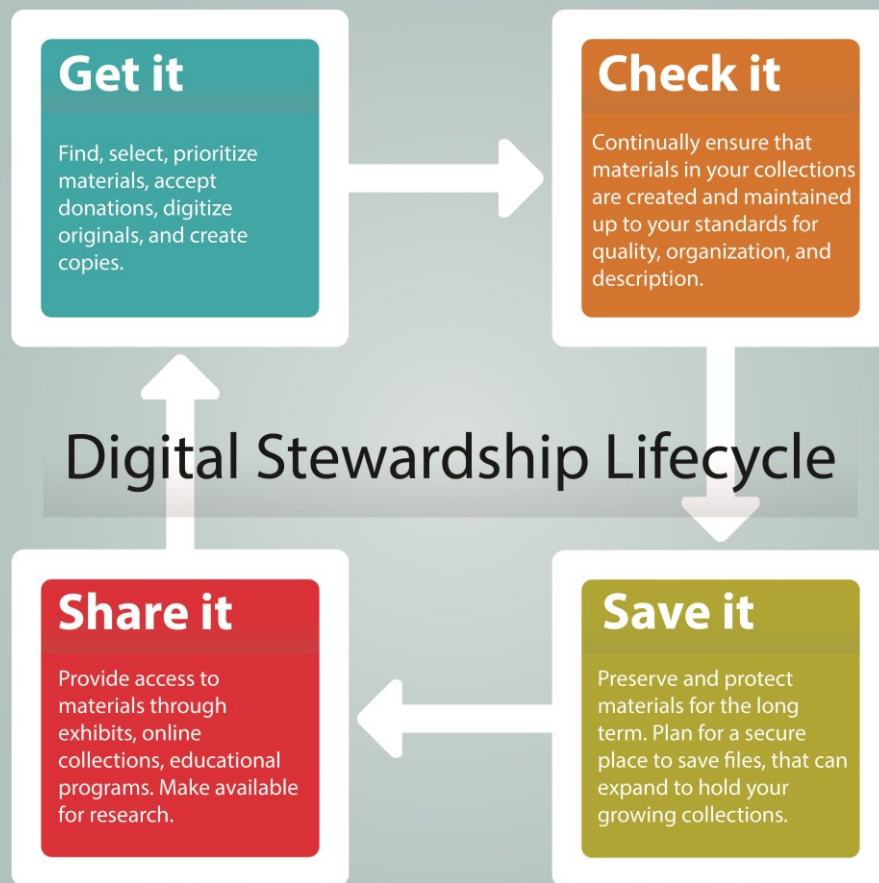
Policy
Level



Project
Level



- Collections Policy
- Digitization Policy
- Donor form



- Digitization Policy

- Access and Use Policy
- Intellectual Property plan

- Digital Preservation plan

Policies/Plans this year

- Collections Policy
- Access and Use Policy
- Digitization policy
- Donor Form
- Intellectual Property plan
- Digital Preservation plan

Other forms

- Digitization Purpose Statement
- Appraisal Form
- Accession Form
- Digital Collections Development Worksheet
- Rights Statement
- Procedures Manual
- Donor interview questions

Policies in Module 1: Get It

- Mission Statement (if needed)
- Collections Policy
- Digitization Purpose Statement

Purpose of Written Policies

- Formal statements of your institution's practices, values, and goals
- Guide decisions (for you and staff)
- Increase accountability
- Legal support

Audience for your Policies

- Internal - employees, other departments, governance
- External - tribal members, general public, donors, researchers

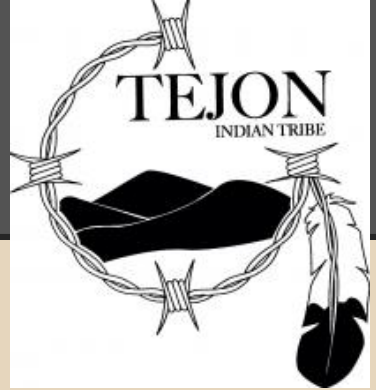
Mission Statement

- Concise statement that clearly communicates the **direction, purpose, and values** of your institution or department
- Related to tribe's broader mission
- Policies will tie back to mission statement

Mission Statement Example

For the Tejon Cultural Resource Committee

To preserve and protect Tejon Tribal Cultural Resources and other culturally, spiritually, and/or historically significant resources and materials. To provide policy direction for tribal persons, committees and other interested parties. To educate Tribal Members and the general public in the culture, heritage and language of the Kitanemuk and Tejon Indians. To develop and expand existing collections and responsibly house, protect and preserve all items in a good way, honoring our ancestors and culture for the benefit of all current and future generations.



Parts of a Collections Policy

- Statement of:
 - what your institution collects
 - what it *doesn't* collect
 - Collecting priorities

Parts of a Collections Policy

- Collecting strengths
- Formats, subjects, time periods
- Goals

Benefits of a Collections Policy

- Including digital from beginning
- Information for donors
- Back up decisions

Drafting Policies

- Work from examples
- Ask people in and outside of your department to review
- Revise policies multiple times before submitting for final approval

Suggestions for Policy Review: Step 1

Step 1) **15-20 minutes**

Introduce your policy

Explain your intent

Point out any specific areas for feedback

Suggestions for Policy Review: Step 2

Step 2) 30 minutes

Read through, mark on page, or provide notes. Check for:

Grammar

Language use

Structure of the document

Larger ideas and content

Suggestions for Policy Review: Step 3

Step 3) 15 minutes

Summarize what you just read to the author
(describe the main points of the document)

Explain your edits

Provide any suggestions

Discussion Topics

- Audience for policy
- Decisions on what to include
- Writing process
- Approval process
- Suggestions and feedback