National Library of New Zealand
Digitisation Plan   *2019-2022*

TE HURI MŌHIOTANGA HEI UARA –NGĀ TOHUTOHU RAUTAKI KI 2030
TURNING KNOWLEDGE INTO VALUE – STRATEGIC DIRECTIONS TO 2030

The National Library has new strategic directions to 2030 that focus on achieving greater impact through collaboration. The three themes Taonga, Knowledge, and Reading highlight the areas of focus until 2030. The following are outcomes and impacts from the strategy that apply and inform this plan.

TAONGA

Outcome:
New Zealanders will trust that their documentary heritage and taonga are collected, preserved and accessible, enabling the creation of new knowledge.

Impact:
- New Zealand's collections of documentary heritage and taonga will be well-managed and consistently cared for.

- New Zealand's collecting institutions will have access to expertise to use new technologies and tools that preserve digital heritage.

- Collections in New Zealand's cultural and heritage institutions will reflect the diversity of people in New Zealand and the Pacific, and the importance of Māori as tangata whenua.

MŌHIOTANGA
KNOWLEDGE

Outcome:
New Zealanders will easily access, share and use New Zealand's knowledge resources to innovate and create new knowledge.

Impact:
- New Zealand knowledge resources available from libraries, educational, cultural and research institutions will be digitally accessible to all New Zealanders.

- All physical knowledge resources important to New Zealanders will be digitised. Nationwide licensing agreements will be in place to provide more digital content.

- Well-designed, seamless points of access to knowledge will be provided through investment in innovative systems.

- Creation and use of knowledge resources in te reo Māori will increase.

PĀNUI
READING

Outcome:
New Zealanders will have the literacy skills to achieve social, educational and employment success and be inspired to create new knowledge.

Impact:
- Te reo Māori will be revitalised and used throughout New Zealand.

- Te reo speakers and learners will engage with Māori language reading and learning resources wherever they are.

Background to Digitisation Plan 2019-22

Our Mission

The National Library will create cultural and economic value for New Zealanders through leadership and collaboration. We will remove baᵛrriers to knowledge, ensure New Zealanders have the skills to create knowledge and preserve knowledge for future generations.

Our Principles

- We lead and collaborate
- We are trusted experts
- We develop literate citizens
- We inspire knowledge creation
- We champion equity of access

The National Library works with stakeholders including iwi Māori and other partners to enable New Zealanders to access knowledge and share it more easily. Digitisation is one of the ways in which this is achieved. This three-year plan outlines how we will work to digitise our own collections and how we will collaborate and partner with others in digitisation initiatives so that physical knowledge resources that are important to New Zealanders are digitised and made available online. The plan will be reviewed and updated annually.

This plan replaces and is informed by the Digitisation Strategy 2014-2017*. The National Library of New Zealand "Turning knowledge into value – strategic directions to 2030", published in December 2016, provides the strategic vision and context for the Digitisation Plan 2019-2022. The Crown's Strategy for Māori Language Revitalisation, Maihi Karauna, and the Digital Government Strategy inform the broader context in which the Library operates.

Digitisation is defined as the end-to-end process that transfers analogue materials to a digital format. It makes it possible for knowledge resources to be processed and transmitted using computer technology enabling preservation, online access and new methods for discovering and reusing knowledge. This document focuses on digitisation of analogue material already held. Collection of born-digital objects is covered in the National Library of New Zealand Collections Policy** and is not within the scope of this document.

*https://natlib.govt.nz/files/strategy/Digitisation-Strategy-2014-2017.PDF
**https://natlib.govt.nz/about-us/strategy-and-policy/collections-policy/national-library-of-new-zealand-collections-policy

Digitisation end-to-end process

Select	Assess	Plan	Capture	Enrich	Refine	Accept	Describe	Publish	Preserve

Scope ... *Plan* *Process* ... *Deliver*

How to read this plan

Four goals for digitisation 2019-2022 are outlined on the next four pages. They are:

1. Build digitised collections for enhanced access and use

2. Increase capability to digitise at scale

3. Make more te reo Māori resources more readily available
4. Measure the impact of digitisation

Each goal has been broken down into objectives (left column) and then into activities and sub activities (middle column).

The right hand column contains a timeline which shows which year the work will be undertaken and which business unit (or units) are taking the lead.

Business Unit Key

- Learning and Literacy
- Collection Services (Alexander Turnbull and National Library of New Zealand)
- Digital NZ
- Office of National Librarian
- Digitisation (Alexander Turnbull and National Library of New Zealand)

1. See Appendix 1 for a more in depth break down of the digitisation process

Goal 1 Build digitised collections for enhanced access and use

Objective	Activities	Timetable		
		2019-2020	2020-2021	2021-2022

Objective 1: Deliver on funded digitisation outputs efficiently and effectively

1.1 Agreed digitisation targets delivered through Alexander Turnbull Library and Content Services work programmes

Activity	2019-2020	2020-2021	2021-2022
1.1.1 Newspaper digitisation programmes	■ (teal)		
1.1.2 Collaborative newspaper digitisation programme	■ (teal)	■ (teal)	■ (teal)
1.1.3 Periodicals digitisation programme	■ (teal)	■ (teal)	■ (teal)
1.1.4 Annual digitisation of access and preservation items from Alexander Turnbull Library (including Audio-visual)	■ (teal)	■ (teal)	■ (teal)
1.1.5 Public requests fulfilled	■ (teal)	■ (teal)	■ (teal)
1.1.6 Investigate sustainable funding options		■ (purple)	■ (purple)

Objective 2: Explore and evaluate new methods to increase digitisation and access to digitised content

1.2 Pilot projects delivered and evaluated

Activity	2019-2020	2020-2021	2021-2022
1.2.1 Investigate digitisation at the point of acquisition	■ (teal/red)	■ (teal/red)	■ (teal/red)
1.2.2 Evaluation of existing commercial partnerships to digitise heritage material onsite.	■ (teal)		
1.2.3 Release of digitised content as open data		■ (orange/teal)	
1.2.4 Pilot text capture of handwritten documents	■ (teal)		
1.2.5 Scope functional requirements and potential collections for digitisation			
1.2.6 Book digitisation programme made available on Papers Past		■ (teal)	

Objective 3: Improve digitisation workflows

1.3 Tools and processes are investigated and improvements implemented

Activity	2019-2020	2020-2021	2021-2022
			■ (teal)
1.3.1 Implement software for automated quality assurance checking		■ (teal)	

Objective 4: Increase involvement with stakeholders for system wide digitisation initiatives

1.4 Actively engage with external stakeholders to identify common areas of interest.

Activity	2019-2020	2020-2021	2021-2022
1.4.1 Increase diversity of collections by working with different communities	■ (teal)	■ (teal)	■ (teal)
1.4.2 Learning & Literacy identify items to support teaching, learning, and reading engagement and digitised collections can be used across the whole school sector.			
1.4.3 Collaborative periodicals programme to be scoped			

Goal 2 Increase capability to digitise at scale

Objective	Activities	Timeframe		
		2019-2020	2020-2021	2021-2022

Objective 1: Understand what is important to New Zealanders to digitise and develop a transparent approach to prioritise digitisation activities

Objective 2: Prepare to scale up digitisation

2.1 Develop prioritisation framework for the library

2.1.1 Explore 'what is important to New Zealanders'

2.1.2 Develop a prioritisation framework to support the selection of content for digitisation.

2.2 Methods for achieving digitisation at scale are investigated and implemented

2.2.1 Research and document requirements for processes and technology to support scaled up digitisation programme/s. For example, workflow management

2.2.2 Explore collaboration and partnership opportunities working with publishers, licensing bodies and other stakeholders

2.2.3 Investigate digital delivery through Papers Past of material already digitised by external agencies including development of guidelines for agencies wanting to digitise.

2.2.4 Explore opportunities for an Archives New Zealand and National Library joint digitisation programme

2.2.5 Investigate how access might be provided to New Zealand content already digitised and held within national and international repositories e.g. digital repatriation.

2.2.6 Implement audio-visual digitisation project starting 2021

Objective 3: Enhance copyright & rights management within the Library

2.3 Increase the Library's rights research and copyright capability and capacity

2.3.1 Implement RightsStatements.org across the library collections

2.3.2 Investigate need for a copyright & rights specialist to develop and implement policies and guidelines across the Library

Goal 3 Make more te reo Māori resources more readily available

Objective	Activities	Timeframe		
		2019-2020	2020-2021	2021-2022
Objective 1: Increase the amount of te reo Māori material that is digitised and available online	**3.1 Digitisation of te reo Māori is prioritised**			
	3.1.1 Work with iwi to identify digitisation priorities and scope	▬	▬	▬
	3.1.2 Digitise items identified in Books in Māori and make content available online through Papers Past	▬▬	▬▬	
	3.1.3 Digitise serials that are of importance to Māori		▬	▬
	3.1.4 Deliver Alexander Turnbull Library annual programme of digitised items of Māori content	▬	▬	▬
	3.1.5 Complete analysis of unpublished collections to identify te reo Māori content for digitisation	▬	▬	▬
	3.1.6 Literacy and Learning identify items for digitisation to support teaching, learning and reading engagement	▬	▬	▬
	3.1.7 Complete Te Upoko o Te Ika partnership work	▬		
Objective 2: Increase the accessibility of online te reo Māori collections, including sound and film	**3.2 Work with iwi Māori and other partners to improve accessibility of digitised material**			
	3.2.1 Research and develop approaches to improve online discovery and interaction with digitised te reo content for speakers in support of language revitalisation, research and scholarship. Books in Māori priority for years 1 and 2	▬▬	▬▬	▬▬
	3.2.2 Expand the use of Māori Subject Headings | Ngā Upoko Tukutuku to support a te Ao Māori lens (i.e. relationship/whakapapabased) on digitised material internally and across the GLAM sector		▬	▬
	3.2.3 Develop strategy and policy for open data sets related to te Ao Māori			▬▬
	3.2.4 Develop a policy on access and indigenous rights in consultation with iwi.	▬	▬	▬

Goal 4 – Measure the impact of digitisation

Objective

Objective 1: Develop consistent measures that can be used over time

Objective 2: Share stories that illustrate the impact of digitisation
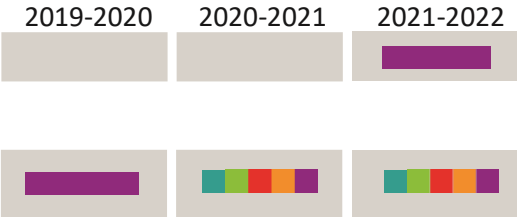
Activities

4.1 Develop and implement a framework for measuring the impact of digitised resources

    4.1.1 Documentary heritage hui to explore frameworks for impact measurement

4.2 Document stories that show the impact of digitised content in enriching the cultural and economic life of New Zealand

Timeframe

2019-2020	2020-2021	2021-2022

Appendix 1 – Digitisation End-to-End Process[1]

	Stage	Detailed Step
Scope	**Select**	Selection for digitisation
		Stakeholder engagement
		Prioritisation
	Assess	Rights management
		Collection characteristics
		Condition assessment
		Collection location
Plan	**Project approach**	Filename requirements
		Capture standards
		Equipment / software requirements
		Data storage requirements
		Design monitoring requirements for output
		Skill assessment
		Delivery mechanism
		Cost / Resourcing
	Retention	Retain originals
		Retain digital object
		Digital Preservation
Process	**Prepare**	Retrieval
		Conservation treatment (including microfilm duplication)
		Transportation
	Capture	Scan
		Text capture
		Post processing incl. colour correction
	Enrich	Text correction
		Transcription
		Phonetic / voice/ face recognition
		Assembly complex objects (incl. epub, pdfs)
	Refine	Measure output against targets
		Refine Project methodology
		Quality checks – Validation
		Quality checks – Image and textual
	Accept	Customer acceptance
		Record metadata
	Describe	Store
	Publish	Online publication
Deliver		Harvest for use in discovery tools
		Customer use
		Stakeholder Management
	Monitor	Communication
		Digital Preservation