Leaping into the unknown: ANU’s Digitisation Program
Policy: Digitisation

Purpose
This policy outlines the University’s approach to identifying priorities for the digitisation of Australian National University (ANU) collections.

Scope
This policy applies to staff and the ANU.

Definitions
Digitisation is the conversion of an item (physical or digital) to another format to enable use and access. Digitisation also relates to digital to digital files.

Policy statement
1. The University’s collections plan.
2. Digitisation of collections involves:
   - Meeting the changing nature of the University’s requirements and expectations of online access;
   - Enhancing the research goals of the University and the international research community;
   - Creating a digital surrogate or copy of the item;
   - Providing digital back-up for the item.
3. Collections are digitised in a timely manner to maintain the current scholarly information services.

Procedure: Digitisation

Purpose
To inform staff of the approach to digitisation of the University’s collections including works in the library, archives, colleges and works produced by the ANU Press.

Procedure
Criteria for selection
1. A steering committee will determine which works are digitised.
2. The steering committee will use a range of criteria to rank collections to ensure that the material which is most significant for the University is prioritised for digitisation.
3. To identify this material, the collections will be assessed by the steering committee.
4. Resources that will have a significant impact on the University’s research will be digitised.
5. Resources that are of cultural and/or historical significance to a defined community will be digitised.
6. Resources that communicate the University’s research strengths and achievements to the nation and international research community will be digitised.

Scholarly Information Services digitisation plan 2016-2018

Purpose
To outline the direction for digitisation activity within Scholarly Information Services (SIS) including works in the library, archives and works produced by the ANU Press. This plan will identify the key priorities for digitisation to be addressed over the next three years.

Aim
The SIS digitisation projects aim to provide and maintain access to unique collections by implementing workflows and protocols to move forward with ongoing digitisation programs.

Digitisation will enhance the ability to reach a wider audience and add value to the collection. This digitisation plan will support the Scholarly Information Services (SIS) digitisation policy and procedure.

Plan
Strategy
1. Collection resources will be digitised in accordance with the SIS digitisation policy and procedure, and the availability of resources,
2. Digitisation projects for 2016-2018 are determined by the Digitisation Steering Committee and form the ANU SIS Digitisation Priorities List
3. Working groups responsible for digitisation of relevant functional areas will be established to oversee and endorse projects to ensure transparency in the decision-making process. Each digitisation project will be managed by the digitisation team.
4. SIS will collaborate with external stakeholders to identify issues within the current framework and work towards bridging the technological gaps.
5. SIS will explore and identify the most appropriate digitisation model which may include outsourcing, collaborative partners and in-house digitisation programs.
6. Recommendations will be put forward for equipment and resources required to implement a sustainable service.

Scholarly Information Services digitisation plan 2016-2018 – DRAFT

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Challenges faced with initial set up

• University IT systems
• Workflows
  – Files to Repository
  – Metadata from ILMS to Repository with files
  – Metadata from Repository to ILMS
What we learnt in the first 2 years

• Collaboration
• Time management and planning
• Staff management
• Vendor management
Core Business

- Ongoing project digitisation
- Regular meetings with Steering Committee
- Quarterly Newsletter

Digitisation Update - October 2018

The ANU Library Digitisation Team are continuing to digitise rare and special materials from the ANU Library and ANU Archives.

19 OCTOBER 2018

This update details some of the recent items digitised as part of the wider ANU digitisation project. More information about the digitisation procedure is available at the ANU Library.

Sydney Stock Exchange stock and share lists

Large format bound volumes of the official lists from the close of trading sessions in the call room at the Sydney Stock Exchange. This information was posted up for the public to see three times a day - forenoon, noon and afternoon. The closing prices of stocks and shares were entered in by hand on pre-printed sheets.

The Sydney Stock Exchange was formed to allow brokers and traders to trade stocks and bonds for companies listed in New South Wales. It formed an association with the stock exchanges in Adelaide, Melbourne, Brisbane, Geelong, and Hobart in the Australian Associated Stock Exchanges, but remained an independent stock exchange until 1954.

Digitisation Update - March 2018

Improving the University's learning, teaching and research with digitisation strategy

26 MARCH 2018

Mendi Photographs by D'Arcy Ryan

The Mendi Photographs collection contains 565 cards, captured and compiled by D'Arcy Ryan in the Mendi Valley, Papua New Guinea. The collection is held in three albums, with 316 records, and covers the years 1954–1964. The albums contain prints affixed to index cards, arranged by Subject and Title, including Mendi artefacts, buildings, people and activities.

D'Arcy Ryan travelled to New Guinea in 1954 as a representative of the University of Sydney where he conducted early contact research on the Mendi Valley in the Southern Highlands. Previous European contact with the Mendi occurred in 1936 and 1938 through exploratory patrols. An Australian administered district office was established in 1950, and the Methodist missionaries arrived soon after.

Ryan completed his PhD in 1961, titled "Gift exchange in the Mendi Valley: an examination of the social function of feasts and presents."
Theses
• Sydney Stock Exchange project
• Mendi Photographs by D’arcy Ryan
• Chifley Slides and library plans
• British Empire Exhibition Photo Albums
• ANU Reporter (1970-1999)
• ANU Press (1965-1991)
• Pre-Federation Trade Union Minute Books
• Tooth and Co Interiors photographs
• The Co-Operator and All Grades Advocate
• Seaman’s Union Membership Registers

Projects Completed to Date
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ANU Digitisation

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