



Digital Repository

Mission

The Barton Library's Digital Repository collects, manages, preserves, and provides open access to digital materials, tools, and resources that are essential to the research and teaching missions of Barton Community College. The repository is a central exchange that allows faculty, students, and staff to contribute, promote, and disseminate their scholarship and creative work.

Purpose

The goals of the Digital Repository are to uphold the principles of open access by providing a platform for self-archiving, to guarantee the long-term preservation and availability of digital objects, to encourage collaboration among disciplines and departments, and to expand the reach of Barton Community College digital content to the regional, national, and global communities. College departments, partner institutions, and other external stakeholders are encouraged to contribute their scholarly and research endeavors that, once uploaded, will be indexed by services such as Bing, Google, Google Scholar, Registry of Open Access Repositories (ROAR), and Worldcat. The subsequent open access distribution will enable educators and researchers worldwide to read and engage with intellectual output originating from the Barton academic community.

Focus Areas

The principal areas for repository services are **Barton Archives Collections**, **Barton Scholarship, Departments and Programs**, and **Community Services**. These are further categorized into the following groups:

Barton Archives Collections

- **Historical Images:** The Library provides access to unique and important text and audio materials, and still and moving images, in the Barton Archives. The Historical Images program digitizes and preserves many of these historical works and makes them easily searchable and openly accessible to online patrons.
- **Oral History Program:** The Library hosts a collection of digitally recorded interviews with Barton alumni, faculty, and staff. Additionally, this initiative collects, preserves, and makes accessible the personal accounts of area residents, be they war veterans, witnesses to historical events, or ordinary people with an interesting story to tell.

Barton Scholars:

- **Faculty Scholarship:** The Library supports an open access publications repository where the scholarly materials and unique collections of the Barton faculty are digitally available at a permanent web location. Full-text published and unpublished intellectual resources deposited in this collection include journal articles, pre-prints and post-prints, conference presentations, learning objects, creative activities, research datasets, technical reports, and other textual materials of enduring value.
 - **Academic Division:**
 - Developmental Education
 - English & Communications
 - Fine & Performing Arts
 - Health/Human Performance
 - Humanities & Social Science
 - Science & Math
 - **Workforce:**
 - Health & Public Service Education
 - Workforce Training
- **Student Scholarship:** Contingent upon instructor endorsement, students are encouraged to submit their work for preservation in the repository.
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Departments and Programs:

- **Institutional Programs:** A shared site and repository for active programs, collaborative projects, institutional teams, research findings, and working papers. Privacy settings may be engaged to safeguard confidential or sensitive materials as needed.
 - Center for Innovation & Excellence

- Employee Education and Engagement
 - Innovation and Compliance
 - Instructional Excellence
 - Online and LMS Management
- Foundation
- Grants
- Institutional Teams
 - Academic Integrity Council
 - Accreditation Team
 - Barton Technology Advisory Team (BTAC)
 - Dean's Council
 - Diversity, Equity, and Inclusion Committee
 - Enrollment Management Team
 - Executive Leadership Team
 - Faculty Council
 - Learning, Instruction, and Curriculum Committee (LICC)
 - Library Advisory Board
 - Outcomes Assessment Committee
 - President's Staff
 - Professional Development Steering Council
 - Program Topics and Processes
 - SMART Title IX
- Library
- Student Academic Development
- Student Services
 - Accreditation & Financial Aid
 - Admissions
 - Child Development Center
 - Educational Opportunity Center
 - Student Support Services
 - Testing, Advisement, & Career Services
 - Title IX
 - Upward Bound

- **Military Academics:** The repository provides a space for materials from the Grandview Plaza, Fort Riley, and Fort Leavenworth campuses. Each collection is managed by the individual campus but hosted by the Barton Library.

Community Service:

- **Community Collection-Building:** The Digital Repository works with public libraries, historical societies, and cultural institutions within the College's service area to build digital archival and research collections.

Guiding Principles:

*Definitions are adapted from the [Dictionary of Archival Terms](#).

- **Access*:** Digital preservations are performed with the understanding that long-term access is the primary goal. The Barton Library is committed to providing tools for the locating of digital collections albeit within restrictions imposed by available technology and resources, and to ensuring that access is consistent with all relevant legal requirements.
- **Authenticity*:** Digital objects are created with supporting metadata to establish the genuineness of the asset and its provenance. Digital objects are managed to ensure they are unaltered, and the original data is preserved.
- **Collaboration:** The Barton Library encourages collaboration between the various units of Barton Community College, and seeks partnerships with external stakeholders.
- **Digital Preservation Guidelines:** The Barton Library supports sustainable access to and long-term use of select digital content. The Digital Repository follows a practice of active preservation with the aim of ensuring the authenticity, reliability, and integrity of the digital collection assets entrusted to the Library's custodianship, while attempting to provide viable versions for research, teaching, and learning. The Digital Preservation Guidelines are aligned with the Library's Collection Development Plan and [Procedure 2111—Use of Computers/College Computing and Information Systems](#).
- **Rights/Privacy*:** The Barton Library is committed to providing access to digital objects while upholding the copyrights, intellectual property rights, and privacy concerns of content creators. Rights management is documented, and rights information preserved with digital content. Safeguards have been imposed to protect contributors' personal information from unauthorized disclosure. For more information, see the Library's [Copyright](#) guidelines, [Procedure 2150—Use of Copyright Materials](#), [Procedure 2470—Intellectual Property](#), and [Procedure 2605—Student Privacy Rights](#)
- **Standards and Best Practices:** The Barton Library observes current standards and best practices related to the creation, maintenance, storage, and delivery of digital objects and metadata, as determined by [Lavoie 2014](#), [ISO 2006](#), and [ISO 2012b](#).
- **Missions and Vision:** The Digital Repository is designed to support the stated [College](#) and Library missions.
- **Technology:** The Barton Library fulfills digital preservation goals by partnering with Information Technology in developing and maintaining required hardware, software, protocols, and expertise for long-term access and sustainability.

Life Cycle Management*: Digital objects are managed utilizing the life cycle model, or “the distinct phases of a record’s existence,” and conform to recognized standards and best practices

such as [ISO 2018](#). The processes digital objects undertake require planning and acting at each stage, including the following areas:

- **Content Creation and Description:** The digital object is created according to recognized standards and best practices from digitized analog sources or the processing of born-digital assets. Administrative, descriptive, technical, and structural and preservation metadata are assigned to digital resources to ensure adequate description and control over the long term.
- **Selection:** Digital preservation for selected materials is performed in conjunction with the Library's Collection Development Plan, collaborative agreements, and continual evaluation of existing priorities, while addressing specific format needs and budgetary limitations. All preservation efforts are undertaken with the assumption that materials are intended for perpetual retention unless explicitly stated to the contrary.
- **Ingest:** The transfer of digital objects to the repository will adhere to documented guidance, guidelines, or legal requirements.
- **Storage:** The storing of digital resources involves the hosting of files for regular retrieval and the bulk accommodation of large databases. Digital resources are stored according to recognized standards and best practices, including open-ended preservation management efforts and technical infrastructure (e.g., hardware, software, network access, data backup, stable and secure servers both on-site and off-, and maintenance).
- **Managing:** Program management is required throughout the life cycle in order to promote the project, establish an audience, prioritize upgrades, and oversee technical maintenance as needed.
- **Preservation:** Preservation includes all activities necessary to ensure the long-term management, administration, and accessibility of a digital asset, including content and metadata validation, preservation audits, ongoing file format review, migration, and establishment and monitoring of backup procedures.
- **Dissemination:** Dissemination includes all outreach efforts to make digital objects accessible to potential audiences. In addition to storing the digital resources in the repository, those responsible for dissemination take proactive steps such as offering demonstrations in classrooms and at conferences, writing articles or social media posts, or engaging virtually or face-to-face with potential patrons.

Other Resources:

- **Submission and Hosting Guidelines:** The contributor must hold the copyright of, or the right to deposit, all deposited content. If the intellectual property is unpublished, the Library advises the obtaining of a Creative Commons license, either CC-BY or CC-BY-NC. For data, the recommendation is for a Creative Commons Zero license.

By depositing their work, the contributor retains full rights and agrees to give the College only the non-exclusive right to disseminate and preserve the content. Preservation may require the content in different formats to ensure future accessibility.

Submission guidelines provide a framework of specific requirements, including preferred file format, file naming conventions, and required metadata.

- **Withdrawal of Deposit or Correction Plan:** All deposits are considered permanent. If necessary, corrections through the addition of errata or corrigenda for the original deposit may be performed as need.

In the case of exceptional circumstances, authors and donors may request a withdrawal or deletion of deposited materials, which will be reviewed by relevant Library or College staff, and acted upon as appropriate by repository managers.

If the College elects in its sole discretion to remove a deposit from public access, the submission will retain its persistent identifiers and URLs. Where possible, the citation will include the reasons for the withdrawal and a link to another version of the content, if applicable.