

State Library of Queensland Pandora Selection Guidelines

The State Library of Queensland has accepted responsibility for selecting and cataloguing Queensland web sites for archiving by the National Library of Australia as part of the [Pandora](#) Archive.

The following guidelines outline the basic criteria for use by the State Library of Queensland in selecting publications for archiving as part of the National Collection of Australian Online Publications. They have been determined from an examination of the National Library of Australia's guidelines and from those of other State/Territory Libraries.

The guidelines will be reviewed regularly.

Terminology

In accordance with NLA guidelines:

- **Online** is used in preference to electronic, networked or digital when describing material published on the Internet.
- **Home Page** is used as the entry point of a site. It is the default page that one is taken to when s/he clicks on the Home page icon/button of a site
- **Site** means a collection of linked documents, mostly with the same basic Internet address (although there are often links to documents on other external sites.)
- **Title** means the entity that is being considered or selected for collecting. It may be a single document or a number of linked documents with the same basic Internet address.
- **Archive** is used to mean the act of downloading from the Internet and storing on the National Library's server (at this stage).
- **Preserve** is used to mean taking certain steps (archiving, organising, describing, refreshing and migrating of titles) to ensure that State Library of Queensland can continue to provide long term access.
- **Collective Entry** is used to describe a collection of sites archived for a particular significant event/date, providing a snapshot of that event/date.

Intentions

All agencies contributing to PANDORA are operating on the basis that anything that is publicly available on the Internet is published.

Although part of the whole of State Library of Queensland Collection Development policy, online publications/material is treated separately. Online publishing is different from print publishing. Publications are often mounted on the Internet without the quality filtering mechanism provided by editors and publishers. Consequently, standards are much more variable than they are in print.

Distinctions between traditional categories of documents such as books, serials, manuscripts, working drafts and organisational records are blurred in the electronic environment. The potential volume of material to be dealt with is overwhelming in relation to the resources available. A high degree of selectivity is therefore necessary.

The State Library of Queensland will not attempt to preserve all versions/editions of a selected online title. In the online environment, publications can and often do change frequently and it is not feasible to capture all instances of change. Prior to archiving, a technical analysis of each title is conducted, and a decision made on the frequency of capture desirable. The publication pattern, the importance of the information and the stability of the site will be factors affecting this decision. Some titles will be captured as comprehensively as possible, while others may have a 'snapshot' taken of them, perhaps just once or on a monthly, six monthly or annual basis. The software used for Pandora enables regular "snapshots" to be undertaken. The time frame will be determined by the content of the websites.

Generally, where there are both online and print/microform versions of a publication available, the online version will usually only be selected for preservation **if it has significant additional information or value.**

However, when there are both online and either CD-Rom or floppy disk versions available, the **online version** will be preferred because technical obstacles to long term preservation are understood to be fewer.

General Guidelines

Queensland content

Content is the pre-eminent factor determining selection.

A significant proportion of a work should:

- ◆ be about **Queensland**

or

- ◆ be on a subject of social, political, cultural, religious, scientific or economic significance and relevance to **Queensland**

The site may be located on an Australian or an overseas server. Australian, specifically Queensland, authorship or editorship alone is insufficient grounds for preservation.¹

Authority and Research Value²

High priority is given to authoritative publications with long term research value.

Online publications that are not considered to be authoritative or do not seem to have reasonable research value will not be selected comprehensively. However, representative examples of these online publications covering a wide range of subjects documenting Queensland society as represented on the Internet will be archived.

When an online publication provides a superficial view of information which is readily available elsewhere either electronically or in print, it will **not** be selected for preservation. (Print publications would already be part of the Legal Deposit program and would be preserved anyway)

Early Internet publications may be considered to have future research value and may be selected as a record of the beginnings of electronic publishing. Similarly, subject to technical feasibility, publications that exhibit innovative use of developing technology may be selected.

Scholarly online publications without physical format equivalents will be preserved by PANDORA whether or not they are preserved elsewhere. Peer review will not be the sole criteria for archiving.

Social and Topical Issues

More inclusive selection guidelines will be applied to online publications on major Queensland social and topical issues. The intention is to complement existing print collections by recording the nature of information disseminated through alternative media.

Sites for selected Queensland events or on particular subjects of significance to Queensland will be gathered together in a collective entry (eg, election campaigns, Queensland sporting sites)

Ephemera will be collected in the same kinds of categories as have been established for the print collections.

Selection Guidelines for Specific Categories of Material

Queensland Government publications

The National Library is preserving State and Local government publications only when they have some broader national significance.

The State Library of Queensland accepts primary responsibility for preservation of State Government publications only available online. The distinction between publications, organisational records and working drafts is often difficult to determine in the online format. It is not the intention of State Library of Queensland to archive documents in the last two categories. If any doubts arise regarding Queensland government publications,

Queensland State Archives will be consulted for clarification. Reference to the Public Record Act (Qld) 2002 will be made as needed.

Queensland Public Authorities are reminded of the publication: *Managing records of webpages and websites* issued by Queensland State Archives. ³

Annual reports are treated separately.

State Library of Queensland will select Queensland Local Government sites that fall within the general selection guidelines; in particular, information of lasting significance not available in any other format will be selected.

As a general principle, publications of lasting significance not available in any other format will be selected for preservation; material of an ephemeral nature, or available in other formats, may be sampled on a very limited basis.

Annual reports

Annual reports from Queensland based companies or organisations will be selected if they do not have a print equivalent. Initially, only companies incorporated in Queensland will be selected.

Educational materials

Examples of Queensland based educational material of particular quality in terms of presentation or content will be selected. All educational sectors (primary, secondary and tertiary) will be included.

Award winning Queensland school sites will be archived as representative samples.

Austlit Australian Literature Gateway sites will continue to be forwarded directly to the National Library of Australia and not be actioned via State Library of Queensland.

Exhibitions / Festivals / Conferences

Exhibitions, festivals and conferences mounted by Queensland organisations and on topics of importance to Queensland's history or culture will be selected if there is no print equivalent or if the online exhibition/festival/conference demonstrates significant features not available in the print publication.

Ethnic Community Sites

Sites of ethnic communities that have a Queensland focus will be selected when they provide information about the experiences, activities and concerns of the community in Queensland. Sites that merely compile news items or links to other information will not be selected.

Youth Sites

Sites created by or for young people will be selected on a limited basis. The intention is to sample sites that demonstrate the use of the Internet by/for young people and which represent their concerns, attitudes, lifestyle and culture. Factors influencing selection are:

- ◆ the site is visually appealing and attracts children
- ◆ the site uses popular children's symbols, characters or icons to promote an educational message

- ◆ the site is an official site of a popular children's character or organisation
- ◆ the site has won high acclaim or an award

Organisational and personal sites

Organisational sites are selected on a limited basis.

In the case of Queensland organisational sites, those that provide substantial information about functions, projects, research, etc may be selected. Those that provide the kind of summary information available in an annual report will not be selected.

Personal sites ("home pages") will usually only be selected:

- ◆ if they provide information of significant research value about Queensland which is not available elsewhere
- ◆ if they are of exceptional quality or particular interest
- ◆ if they reflect Queensland regional, cultural and/or social diversity.

Newspapers

Newspapers available only online will be assessed against the general selection guidelines and preserved if they meet the guidelines.

Promotional sites, and sites that provide selected features and stories drawn from print or other electronic publications, are not generally selected. Snapshots of certain examples may be taken to illustrate promotional uses of the Internet.

Dial-up, commercial services are not selected for preservation yet.

Literary works

The National Library has responsibility for preserving literary texts. Subject to further discussions, the State Library of Queensland may take responsibility for some kinds of literary texts. (The general principles that apply to other categories of publication should also be understood as applying to literary works. That is, texts that exploit the technical possibilities of electronic media should be selected for preservation, as should texts issued only in electronic form. Evolving texts should be 'snapshot' at regular intervals.)

Sensitive materials

Sensitive or legally questionable material deemed to have political or cultural significance for Queensland may and probably will be selected. Access may be restricted to designated researchers and/or may become available at an agreed upon future date.

Other formats

Databases:

Databases may be selected for future archiving. They will be incorporated into Pandora when suitable IT solutions have been developed.

Newsgroups and discussion lists:

Each will be considered on its own merits. Sometimes legal and privacy issues might preclude archiving.

Defining title parameters

If a publication has a number of internal or external links, the boundaries of the publication need to be decided. Both higher and lower links on the site will be explored to establish which components form a title that stands on its own for the purposes of preservation and cataloguing.

Preference is given to breaking down large sites into component titles and selecting those that meet the guidelines. However, sometimes the components of larger publications or sites do not stand well on their own but together do form a valuable source of information. In this case, if it fits the guidelines, the site will be selected for archiving as an entity.

Types of publications that will NOT be selected for preservation:

- ◆ Promotional sites and advertising (occasional samples relating to Queensland may be taken and treated as ephemera).
- ◆ Sites which only serve the purpose of organising Internet information.
- ◆ Organisational records.
- ◆ Theses
- ◆ Items deemed not publicly available (eg material on intranets)
- ◆ Drafts or works in progress

Permission

Permission of the publisher is sought and received prior to any site being included in the archive.

Information about the Pandora Archive is available from:

State Library of Queensland

<http://www.slq.qld.gov.au/find/sites/pandora/>

National Library of Australia

<http://pandora.nla.gov.au/>

¹. The National Library defines an Australian author as 'one who was born and has resided in Australia or has continued to be recognised as Australian although residence in Australia has not been continuous, or one who, although not born in Australia, has been identified through work and residence in Australia as an Australian'

². Research Value

Many factors contribute, but certainly they include intellectual content, historic, and physical value:

- rareness or uniqueness
- artifactual or associational value for Queensland
- importance for the understanding of the Queensland and Queenslanders
- broad or deep coverage of Queensland
- useful and accurate content
- information on Queensland subjects or groups that are otherwise poorly documented
- potential for enduring value in digital form

³. Access

http://www.archives.qld.gov.au/index_publications.html

Then proceed to Policies, guidelines and standards.