

Kirkwood Public Library Digital Archives

The Kirkwood Public Library (KPL) is working in partnership with local institutions to create a digital community repository in order to provide digital access to historical content. KPL will create and organize digital content that is in need of preservation, historically relevant, and meaningful to the Kirkwood Community.

The majority of physical items in the Digital Archives are not stored at KPL. Please refer to the item's locator field to find where the physical item is located.

Only items that may be freely shared in accordance to the U.S. Copyright Law will be collected for the digital collection. KPL agrees not to profit off of or sell any images that have been preserved in the KPL Digital Archives.

KPL strives to provide thorough and accurate information in the digital archives; however, we cannot guarantee the accuracy of all items. We welcome the public to submit comments or corrections by contacting KPL at: (314) 821-5770 ext. 1027 or e-mailing Nicholas O'Neal, Director of Technology at: noneal@kirkwoodpubliclibrary.org.

I. Scope of Digital Collection

The focus of this collection will be unique or rare content that focuses on the City of Kirkwood, Missouri and the Kirkwood Public Library that is historically and culturally relevant.

The selection of content for the digital archives is only one component of the overall process.

Behind the scenes, items are being scanned for preservation of the content, metadata is being created and managed so that items may be found by the public, and the site is being managed and evaluated.

II. Selection Guidelines

The following items are considered for the KPL Digital Archive: historic documents, photographs, and videos of people or locations within the City of Kirkwood and the surrounding area. Items are assessed on the following criteria:

- Cultural significance
- Historical significance
- Public appeal/local interest
- Impact of digitization

Photographs, documents and videos must have accompanying information including the date, location and name of individuals, if possible. Items without sufficient identifying information cannot be included in the digital archive.

KPL staff will make the final decision regarding the inclusion of materials and the priority of materials for digitization and upload to the digital archives.

a. Limitations

In some cases, what KPL is able to digitize may be limited by staff and volunteer availability. Additionally, KPL does not have equipment to handle oversized items or exceptionally fragile materials. If you have questions about your items, please contact KPL at: (314) 821-5770 ext. 1027 or noneal@kirkwoodpubliclibrary.org.

KPL, its staff, Library Director and Board of Trustees are not responsible for damage to items provided for the KPL Digital Archive. The owner(s) of the item(s) is/are responsible for providing insurance on all materials provided to KPL for inclusion in the KPL Digital Archive, even during periods in which the materials are in KPL's possession for copying. The owner(s) understand(s) and acknowledges that KPL, its staff, Library Director and Board of Trustees will take no extraordinary measures to insure the safety of any items provided to be included in the KPL Digital Archive.

III. Patron Suggestions and Donations

If potential contributors are interested in digitizing their own content to be added to the KPL's digital collection, please contact KPL at: (314) 821-5770 ext. 1027 or noneal@kirkwoodpubliclibrary.org. If you would like to digitize your materials, please follow the specifications below.

Those providing materials for the Kirkwood Public Library Digital Archives must sign the digital archive agreement at the time of their digital donation.

Any individual who provides material for the Kirkwood Public Library Digital Archive agrees, as a condition of providing said material, that he/she will defend, indemnify and hold harmless KPL, its staff, Library Director and Board of Trustees against all claims, demands, costs, and expenses including attorney's fees incurred by copyright infringement or any other legal or regulatory cause of action arising from the use of materials in the Kirkwood Public Library Digital Archive.

a. Specifications

- Maximum File Size - 64 MB per file
- Minimum Resolution for Scanned Images/Documents - 600 ppi
- File Formats Recommended –
 - Images/Photographs - TIFF/.tif
 - Documents - PDF/.pdf
 - Audio - Waveform Audio File/.wav
 - Video - MPEG; AVI; MOV
- File Types Allowed
aac, aif, aiff, asf, asx, avi, bmp, c, cc, class, css, divx, doc, docx, exe, gif, gz, gzip, h, ico, j2k, jp2, jpe, jpeg, jpg, m4a, mdb, mid, midi, mov, mp2, mp3, mp4, mpa, mpe, mpeg, mpg, mpp, odb, odc, odf, odg, odp, ods, odt, ogg, pdf, png, pot, pps, ppt, pptx, qt, ra, ram, rtf, rtx, swf, tar, tif, tiff, txt, wav, wax, wma, wmv, wmx, wri, xla, xls, xlsx, xlt, xlw, zip

b. Accompanying Information

Title (where applicable)

Description*

Creator - Who created the original source

Date or Date Range *

Contributor - Who donated the resource (optional).

Format - Physical dimensions and medium of the source*

Location *

* Required

c. What we do not accept

All items must follow our selection guidelines. We do not accept the following:

- 3 dimensional objects
- Copyrighted materials
- Images without sufficient metadata

KPL cannot accept physical donations. KPL only accepts materials on a temporary basis that are appropriate for inclusion in the KPL Digital Archive. If you have any physical items that you wish to donate, please contact the Kirkwood Historical Society at Mudd's Grove by calling (314) 965-5151, or visiting their location at 302 West Argonne Drive. For additional information and hours, please visit www.kirkwoodhistoricalsociety.com.

Archival/Storage Policy

- We are not responsible for maintenance or storage of collections outside KPL's archives. KPL maintains the KPL collection only.
- If materials are left at KPL for scanning, they must be picked up at the agreed upon date. Items that fail to be claimed will be donated to the Kirkwood Historical Society.



KIRKWOOD PUBLIC LIBRARY

140 E. Jefferson Ave. · Kirkwood, MO 63122
314-821-5770 · www.kirkwoodpubliclibrary.org

Digital Archive Agreement

I hereby grant permission to include the following items in the Kirkwood Public Library Digital Archive:

Item:	Description:	For Library Use Only:

Please indicate your agreement by signing the agreement below. In signing, you warrant that you are the sole owner of the rights granted and that your material does not infringe upon the copyright or other rights of anyone. You further acknowledge that you have read the Kirkwood Public Library Digital Archives policy and agree to be bound by its terms.

Agreed to and accepted:

Name: _____ Date: _____

Signature: _____

Phone number: _____ e-mail: _____

Credit (to appear with photo), if desired: _____

Any physical materials loaned to the Kirkwood Public Library for scanning must be picked up within 3 weeks of scanning completion. If you do not retrieve your materials, they will be donated to the Kirkwood Historical Society at Mudd's Grove.