

Seattle Jazz Archive

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Problem

- Seattle Public Library's Special Collections scope statement does not include the creative arts
- Staff were unfamiliar with collecting audio material

Goal

Establish a framework and define strategies for preserving and providing access to Seattle's jazz music history

Research and Testing

Preservation

Based on the Jazz Archive's current and future holdings and our use of *The Library of Congress National Recording Preservation Plan*, we recommended that preservation issues best be addressed by:

- Digitization of the audio files
- Creation of access and preservation copies of the audio files
- Proper storage of the originals in a climate controlled environment

Access

According to current user needs and special collections trends, we addressed access to the collection by recommending:

- Materials be digitized
- Accessed openly on the web.
- Use of CONTENTdm, SPL's current digital content management system.

Copyright

We investigated:

- Licensing (Title 17 U.S.C. § 106)
- Fair Use (Title 17 U.S.C. § 107)
- Reproduction by libraries and archives (Title 17 U.S.C § 108)

We recommended:

- SPL make materials available under an assertion of fair use, which has precedent in the library's current digital collection practices, based on:
- Association of College and Research Libraries' (ACRL) *Code of Best Practices in Fair Use for Academic and Research Libraries*
 - Columbia University Libraries' *Fair Use Checklist*

Creating and Testing Pilot Collection

We tested a pilot collection by:

- Selecting a sampling of Seattle jazz music
- Building a data dictionary to define how metadata will be used for each digital file
- Using University of Washington's instance of CONTENTdm
- With the help of UW librarian Anne Graham, refining our strategies of providing access to audio files via CONTENTdm

Impact

Seattle Public Library now has the tools to move forward in collecting Seattle's jazz history

- Scope Statement
- Implementation guide
- Data dictionary

