**Print Retention of BHL Digitized Materials**

**Recommendations for BHL Executive Committee**

**April 13, 2018**

***Background:***

*At the 2018 BHL Annual Meeting, several partners met to discuss whether BHL should develop a policy for print retention of BHL materials held in their institutions. Nancy Gwinn, Leora Siegel, Richard Hulser, Barbara Ferry, Jane Smith, Michael Cook, Joe deVeer, and Tom Baione participated in two discussion sessions. Subsequent to the conference, Leora Siegel, Barbara Ferry, and Tom Baione met and developed the following guidance for the Executive Committee.*

Currently, the Biodiversity Heritage Library has no policy as it pertains to retaining the print version of materials that individual institutions have scanned and placed into BHL. However, r*etaining the print of all BHL materials scanned is essential for the following reasons:*

* Imaging technology has improved since the advent of BHL and items scanned at the outset of the database may need to be re-scanned to meet future needs.
* Occasionally, mistakes and omissions in BHL’s digitized pages have been identified requiring that print resources be re-scanned.
* In the future, improved imaging technology will provide better resolution and a better product.
* High-resolution scans of original materials are often requested from holding partners and this will likely continue. High-resolution scans are required and will continue to be requested for publications and other efforts.
* Many original materials are rare and unique and have value as objects beyond the scan. BHL provides identification of items that researchers will need to review in original form.

***A BHL policy will communicate to BHL partner management that participating in BHL and other digital repositories includes the requirement of responsible stewardship and retention of the original materials.***

***The Policy:***

*BHL partners are responsible for retaining the original print materials they have scanned for BHL as part of their commitment to the Biodiversity Heritage Library. Any digitized materials that are slated for withdrawal by a partner library will be offered for transfer to other BHL partners.*

***Further Recommendations:***

* We recommend the commission of a small working group to develop best practices for putting this policy in place.
* Additionally, we recommend a review of policies related to withdrawing BHL partners, including the disposition of their scanned materials in BHL.