

FORMAT		
1. Name of resource	IFLA Guidelines for Setting Up a Digital Unification Project	
2. Location	https://www.ifla.org/files/assets/hq/topics/cultural-heritage/documents/guidelines-on-setting-up-a-digital-unification-project.pdf	
3. Alternative location	https://www.ifla.org/publications/node/92435	
4. Author[s]	IFLA Digital Unification Working Group, edited by Isabelle Nyffenegger and Kristian Jensen	
5. Publisher/producer/host	International Federation of Library Associations and Institutions (IFLA)	
6. Year	2019	
7. Suggested citation	Nyffenegger, I. and K. Jensen (eds.) (2019). <i>IFLA Guidelines for Setting Up a Digital Unification Project</i> . [online], available at https://www.ifla.org/files/assets/hq/topics/cultural-heritage/documents/guidelines-on-setting-up-a-digital-unification-project.pdf .	
8. Languages in which available	English, French, German, Spanish, Chinese	
9. Geographic area resource relates to	International	
10. Does the resource relate to a specific time frame?		
11. Type	Report	Yes
	Toolkit/Framework/Roadmap	Yes
	Sign-post to other resource (database)	
	Case studies	Yes
	Other	
12. If this is part of an initiative, what is the initiative?	This is part of a larger project on digital unification launched at IFLA, first through the creation of the Digital Unification Working Group and now being carried forward within IFLA's Professional Units. This initiative also includes the creation of a repository of digital unification project case studies, hosted on IFLA's website, https://www.ifla.org/publications/node/92333?og=7607 .	
COLLECTIONS AND COLLECTIONS-BASED INSTITUTIONS		
13. Explicit links to collections	Yes	
14. Explicit links to museums/libraries/archives	Yes	
15. Types of institutions the resource covers	Museums	X
	Archives	X
	Libraries	X
	Other	X

16. Types of collections/disciplines the resource covers	Arts, humanities and social sciences: philosophy, psychology, religion, social sciences, law, politics, language, arts and recreation, architecture, literature, history, geography and ethnology, anthropology, archaeology	X
	Science, natural history, technology, medicine, engineering, manufacturing	X
17. If no explicit links to collections, justification for inclusion		
HOW IT CONTRIBUTES TO SUSTAINABLE DEVELOPMENT		
18. Collections-related activities the resource relates to (mark all that apply)		
Develop collections to protect and safeguard wider cultural and natural heritage more effectively , for example by targeting collecting to threatened forms of heritage in strategic ways		X
Use collections to promote learning and educational opportunities that contribute to sustainable development more effectively , for example education for sustainable development and sustainable lifestyles, human rights, gender equality, promotion of a culture of peace and non-violence, global citizenship and appreciation of cultural diversity and of culture's contribution to sustainable development and/or skills development relating to collections		X
Use collections to promote cultural participation/social inclusion more effectively , for example by reducing barriers to participation, to ensure no-one is 'left behind'		X
Use collections to promote sustainable tourism more effectively , for example by developing new products based on local cultural heritage, and/or considering the rights of stakeholder groups in relation to collections		
Use collections to support research that contributes to sustainable development (including all forms of personal and self-directed research at all levels that make use of stored collections) more effectively, for example by providing effective facilities, collections and information to meet researchers' needs		X
Make decisions around collections that contribute to sustainable development more effectively		
i. employment (recruiting, staff training, staff safety)		
ii. energy consumption, greenhouse gas emissions, reduction, monitoring and reporting		
iii. waste management and reduction of waste		

iv. transport (forms of transport, energy use)	
v. commercial activities including copyright and IP	
vi. governance and management	X
vii. security, disaster preparedness and risk reduction	
Direct external leadership, partnerships and collaborations towards sustainable development more effectively , for example by developing impactful partnerships	X
19. Does the resource relate clearly to any international conventions (mark all that apply)?	
Culture conventions:	
1952, 71 Protection of Copyright and Neighbouring Rights	X
1954 Protection of Cultural Property in the Event of Armed Conflict	
1970 Fighting Against the Illicit Trafficking of Cultural Property	
1972 Protection of the World Cultural and Natural Heritage	
2001 Protection of the Underwater Cultural Heritage	
2003 Safeguarding of the Intangible Cultural Heritage	
2005 Protection and Promotion of the Diversity of Cultural Expressions	
Rio Conventions:	
Convention on Biological Diversity (CBD), Convention to Combat Desertification (UNCCD), Framework Convention on Climate Change (UNFCCC)	
AIMS AND CONTENT	
20. What issues does the resource aim to address?	<p>“Libraries and archives throughout the world hold collections and individual collection items which are of great cultural importance to people everywhere. They document the inextricable interconnectedness of human history and very often gain in meaning and significance if they can be associated with collections held elsewhere. Technological advances of the past decades now make it possible to bring together collections giving digital access to citizens and researchers wherever they may be, joining up cultural heritage which from a variety of points of view can be understood as belonging together, historically or intellectually, thematically or aesthetically.</p> <p>IFLA and UNESCO are aware of the alarming state of preservation of much documentary heritage and the precariousness of access to documentary heritage in various regions of the world, as well as the fact that documentary heritage provides crucial support for the constitution, transmission and dissemination of the collective knowledge and memories of people worldwide... Libraries, well aware of the fragility of the documentary heritage in their custody and the risks of losing the associated information sources, are the first to have made</p>

	<p>the digital preservation of this heritage a central objective. Starting from the 2000s, one can see the emergence of digital unification projects, which were primarily national in nature. Gradually, the projects have diversified and extended to the gathering of either dispersed collections or collections relating not only to a national community, but also to communities sharing a language, religion, culture or history (colonial past, war, alliances and treaties, commercial routes, ...). From 2010 onwards, initiatives began to take into account the need to enhance these digital sets, through contextualisation and mediation promoting the transmission and understanding of this documentary heritage for future generations.” (p.4-5)</p> <p>“These guidelines are intended for anyone contemplating or planning a digital unification project, in particular in a library, archive or other heritage institution. It should not require any particular experience of such initiatives, technical expertise or resources, but should provide a helpful guide and checklist to anyone engaging in digital unification work.” (p.6)</p>
<p>21. Intended audience of resource</p>	<p>“These guidelines are intended for anyone contemplating or planning a digital unification project, in particular in a library, archive or other heritage institution. It should not require any particular experience of such initiatives, technical expertise or resources, but should provide a helpful guide and checklist to anyone engaging in digital unification work.” (p.6)</p>
<p>22. Process of development</p>	<p>“In 2015, IFLA set up its Key Initiative 3.2.2 , which aims to foster debate and exchange of ideas to explore collection and access issues for libraries in digital / virtual unification of documentary cultural heritage content. To further the ongoing conversation and help the digital unification of documentary heritage, in April 2017, IFLA set up a Working Group (WG)... Among its deliverables, the WG is to draw up best practices and templates for institutions to use when engaging in digital unification activities. At its first meeting, on 23 August 2017, the group decided to create a template for gathering case studies. It was drafted by Isabelle Nyffenegger (Bibliothèque nationale de France) and Kristian Jensen (British Library) and submitted to the group on 18 December 2017. A first version was tested by the members of the group. The survey was launched in March 2018 through the Conference of Directors of National Libraries (CDNL) mailing list. By July 2018 the survey had been completed by 22 institutions and it</p>

	<p>presented 22 projects in nearly 50 countries, which provides a solid basis for Anaïs Basse (Bibliothèque nationale de France) to analyze the data.</p> <p>The results were presented during the IFLA World Library and Information Congress in August 2018 to the working group as well as to IFLA National Libraries Standing Committee and CDNL General Assembly. The group recommended the case studies to be published on dedicated webpages on the IFLA website, along with Guidelines, drawn from the case studies, to provide both a guiding thread 6 to undertake digital unification projects with a list of issues to consider and suggested best practices to support decision making. These guidelines have been drafted by Kristian Jensen, Isabelle Nyffenegger, with the support of Anaïs Basse and Jeanne Drewes (Library of Congress) and approved by the group on 6 March 2019.” (p.5)</p>
<p>23. Organisation/structure/contents</p>	<p>“We have chosen to organise the guidelines following the three main phases of the life of a project: define, manage and finalise. We hope these guidelines will helpful for all colleagues who are eager to engage in a digital unification project.” (p.6)</p> <p>Introduction</p> <p>1.1 From digital preservation to digital unification</p> <p>1.2 IFLA Working Group on digital unification</p> <p>2 Defining the project</p> <p>2.1 Why are you doing it? What is the objective of this project?</p> <p>2.2 Who are you doing it with?</p> <p>2.3 What are the required resources?</p> <p>2.4 What is the timeline for the project?</p> <p>3 Managing the project</p> <p>3.1 Conservation/preservation</p> <p>3.2 Cataloguing and metadata</p> <p>3.3 Digitisation</p> <p>3.4 Dissemination</p> <p>3.5 Enhancement and outreach</p> <p>4 Ending the project</p> <p>4.1 Reporting</p> <p>4.2 Management of resulting resources</p> <p>4.3 Staff</p> <p>5 Annexes</p> <p>5.1 Presentation of case studies</p> <p>5.2 Members of the Digital Unification Working Group</p>
<p>FRAMEWORKS</p>	

24. Framework structure	
25. Relevant policy considerations	Yes
26. Resources for implementation identified	Yes
27. Specific assessment points/indicators/milestones/action plan for monitoring	Yes
28. ASPECTS OF SUSTAINABILITY COVERED BY RESOURCE (mark all that apply)	
People (social sustainability)	X
Planet (environmental sustainability)	
Prosperity (economic sustainability)	
Peace	
Partnerships	X
29. CROSS-CUTTING CONSIDERATIONS COVERED BY RESOURCE (mark all that apply)	
Gender perspectives	
North and South perspectives	X
HOW THE RESOURCE CONTRIBUTES TO AGENDA 2030 AND THE SDGs	
HOW AGENDA 2030 AND THE SDGs FEATURE IN THE RESOURCE	
30. SDGs and Agenda 2030 specifically mentioned?	No
31. SDGs specifically mentioned?	No
32. SDG targets specifically mentioned?	No
33. SDG indicators specifically mentioned?	No
SDGs AND SDG TARGETS AND LINKAGES	
34. Comments on SDG linkages	The resource can help support the achievement of SDGs relating to access to information (SDG 16.10), and development of effective technology and infrastructure, notably SDGs 9.1 (develop sustainable, resilient and inclusive infrastructures), 9.5 (enhance research) and 9.A (support sustainable infrastructure development in developing countries). Sharing of knowledge in North-South, South-South and triangular regional and

	<p>international co-operations forms the basis of SDG 17.6, and sharing knowledge in and between countries forms part of SDG 17.16. Enhancing the discoverability and accessibility of collections information supports a wide range of activities, for example access to heritage (SDGs 1.4 and 11.4), and effective learning environments (SDG 4.A), and is essential to supporting the SDGs.</p>
<p>35. SDGs and SDG targets the resource helps advance</p>	
<p>SDG 1: End poverty in all its forms everywhere 1.4 By 2030, ensure that all men and women, in particular the poor and the vulnerable, have equal rights to economic resources, as well as access to basic services, ownership and control over land and other forms of property, inheritance, natural resources, appropriate new technology and financial services, including microfinance</p>	<p>Numbers and proportions of people from particular groups using collections in comparison with demographics in broader society.</p> <p>Numbers of people accessing collections.</p> <p>Number of targeted programmes that aim to enhance access to collections by disadvantaged groups.</p> <p>Sustainable tourism that enhances local communities' access to basic services, ownership and control over land and other forms of property (including cultural and natural heritage), as well as to technology and markets.</p> <p>Involvement of people from disadvantaged groups in decision-making activities and processes relating to collections and collections-based institutions.</p>
<p>SDG 4. Ensure inclusive and equitable quality education and promote lifelong learning opportunities for all 4.A Build and upgrade education facilities that are child, disability and gender sensitive and provide safe, non-violent, inclusive and effective learning environments for all</p>	<p>Number and proportion of education facilities that are child, disability and gender sensitive.</p> <p>Proportion of education facilities that provide safe, non-violent, inclusive and effective learning environments for all.</p> <p>Number and type of initiatives to improve effectiveness of learning environments.</p> <p>Support given to other education facilities to make them more inclusive and effective.</p>
<p>SDG 9. Build resilient infrastructure, promote inclusive and sustainable industrialization and foster innovation 9.1 Develop quality, reliable, sustainable and resilient infrastructure, including regional and transborder</p>	<p>Development of research-useful collections to support reliable, sustainable and resilient use by researchers and others.</p> <p>Number and proportion of collections facilities and stores that support economic development and human well-being.</p> <p>Number and proportion of collections facilities and stores that provide affordable and equitable access for all.</p>

<p>infrastructure, to support economic development and human well-being, with a focus on affordable and equitable access for all</p>	<p>Investment in collections facilities.</p> <p>Inclusion of collections information in regional and transborder initiatives, notably via digital access for discoverability.</p>
<p>SDG 9. Build resilient infrastructure, promote inclusive and sustainable industrialization 9.5 Enhance scientific research, upgrade the technological capabilities of industrial sectors in all countries, in particular developing countries, including, by 2030, encouraging innovation and substantially increasing the number of research and development workers per 1 million people and public and private research and development spending</p>	<p>Number and proportion of collections facilities that effectively support research and researchers.</p> <p>Number and proportion of staff who are appropriately skilled to undertake and support collections-based research.</p> <p>Expenditure on initiatives to enhance and upgrade collections facilities.</p> <p>Numbers of staff engaged in supporting and developing research use based on collections.</p> <p>Number of initiatives to encourage innovation drawing on collections.</p> <p>Increase in number of research and development workers per 1 million people.</p> <p>Increase in public and private research and development spending being used to develop and make use of collections.</p>
<p>SDG 9. Build resilient infrastructure, promote inclusive and sustainable industrialization and foster innovation 9.A Facilitate sustainable and resilient infrastructure development in developing countries through enhanced financial, technological and technical support to African countries, least developed countries, landlocked developing countries and small island developing States.</p>	<p>Plans in place to support development of sustainable and resilient infrastructure in developing countries through financial, technological and technical support, for example through:</p> <ul style="list-style-type: none"> i. joint projects, ii. funding bids, iii. sharing equipment, collections and collections information as appropriate, iv. in order to support development of high-quality infrastructures for sustainable development, research and innovation.
<p>SDG 10. Reduce inequality within and between countries 10.2 By 2030, empower and promote the social, economic and political inclusion of all, irrespective of age, sex, disability, race, ethnicity,</p>	<p>Collections development to ensure that collections effectively meet the needs of all, irrespective of age, sex, disability, race, ethnicity, origin, religion or economic or other status.</p> <p>Numbers and proportions of people making use of collections in relation to the demographic of the local population.</p>

<p>origin, religion or economic or other status</p>	<p>Numbers and proportions of people involved in focused programmes aimed at promoting social, economic and political inclusion.</p> <p>Numbers and proportions of people from different demographic groups involved in decision-making processes relating to collections and collections-based institutions.</p> <p>Number and types of partnerships that build relationships with marginalized groups, individuals and communities.</p>
<p>SDG 11. Make cities and human settlements inclusive, safe, resilient and sustainable 11.4 Strengthen efforts to protect and safeguard the world's cultural and natural heritage</p>	<p><i>11.4.1 Total expenditure (public and private) per capita spent on the preservation, protection and conservation of all cultural and natural heritage, by type of heritage</i></p> <p>Plans, policies and procedures in place for the safe use of collections for a variety of purposes, protecting and safeguarding both collections and those who use them.</p> <p>Plans, policies and procedures in place for the identification, safeguarding and protection of cultural and natural heritage at risk.</p> <p>Collecting programmes in place to protect, safeguard and make use of cultural and natural heritage, addressing the needs of communities and stakeholders, and ensuring that collections can be an effective resource for sustainable development.</p> <p>Number and diversity of educational, awareness-raising, research programmes, and partnerships that aim to strengthen protection of cultural and natural heritage.</p>
<p>SDG 16. Promote peaceful and inclusive societies for sustainable development, provide access to justice for all and build effective, accountable and inclusive institutions at all levels. 16.10 Ensure public access to information and protect fundamental freedoms, in accordance with national legislation and international agreements</p>	<p>Adopt and implement constitutional, statutory and/or policy guarantees for public access to information.</p> <p>Plans in place, and plans implemented to enhance public access to information relating to collections.</p> <p>Plans in place, and plans implemented to support fundamental freedoms, in line with human rights, national and international agreements and legislation.</p> <p>Plans and procedures in place for public access to information relating to the operation and management of collections-based institutions.</p> <p>Complaint mechanism in place for public to use where public access to information and fundamental freedoms not supported</p>

	or fulfilled.				
SDG 17. Partnerships for the goals 17.6 Enhance North-South, South-South and triangular regional and international cooperation on and access to science, technology and innovation and enhance knowledge-sharing on mutually agreed terms, including through improved coordination among existing mechanisms, in particular at the United Nations level, and through a global technology facilitation mechanism	Number and diversity of North-South, South-South and triangular co-operations and projects to support access to science, technology and innovation and enhance knowledge-sharing on mutually agreed terms.				
SDG 17. Partnerships for the goals 17.16 Enhance the global partnership for sustainable development, complemented by multi-stakeholder partnerships that mobilize and share knowledge, expertise, technology and financial resources, to support the achievement of the sustainable development goals in all countries, in particular developing countries	Number and/or increase in number, and diversity of global and international multi-stakeholder partnerships that share collection-related knowledge, expertise, technology and financial resources to address the SDGs, or that otherwise involve collections-based organisations and institutions. Number and/or increase in number, and diversity of global and international multi-stakeholder partnerships involving developing countries that share collection-related knowledge, expertise, technology and financial resources to address the SDGs.				
1	2	3	4	5	6
7	8	9	10	11	12
13	14	15	16	17	