

# National Library of Scotland

## Metadata and Digital Content Licensing Policy

### 1. Definitions

**Access Quality digital content** – Content optimised for public use and re-use within the understanding of General Use, but is not necessarily of a quality needed for long term institutional preservation.

Specifically: Medium still image JPEG files up to 1,000px wide or smaller and Machine transcribed text files (Optical Character Recognition, OCR).

**Core metadata** – Basic descriptive metadata essential for resource discovery, such as name, title, and URL.

**Digital Content** – Digitised or born digital collection content created by or owned (at least in part) by the Library.

**Extended metadata** – All metadata that is not Core metadata, including structural, technical, administrative, geographic, provenance, and long-form description.

**General Use** – Practical and everyday use, to the degree required for accessing the meaning and purpose of the content item, such as reading text or viewing image detail. Reading a text at a medium level of zoom or printing reasonably cropped still image details on A4 paper without pixilation may be examples of General Use. Private research or enjoyment, educational application, and domestic level adaptation are forms of General Use. Exploitation opportunities beyond everyday use, such as commercial printing or adaptation into significant products, are likely beyond General Use. Content for General Use must be of a size and quality that is resolvable to end users/end user devices (e.g. contemporary quality standards which are in files small enough to be reliably delivered/stored).

**Master Quality digital content** – Content from which Access Quality and other forms of content are derived; content of preservation standard. All still image files of text pages from digitised books.

Specifically: All JPEG still image files larger than 1,000px wide, all non-compressed (e.g. TIFF) still images files, hand transcribed text files, and moving image and sound content.

**Non-Access Quality digital content** – Master Quality content and other forms of content which require specialised delivery, interpretation, etc. in order to meet the meaning of General Use (e.g. zoomable maps). Content that is neither Master Quality nor Access Quality, such as image file sizes between those consider Access Quality and those of preservation standard.

## 2. Introduction

This policy outlines the National Library of Scotland's (the Library's) approach to the licensing of metadata and digital collection content. The work of the National Library of Scotland is grounded in the [National Library of Scotland Act 2012](#), which defines the Library as a national resource for reference, study, research and bibliography, having particular regard to Scotland. This licensing policy is based on the Library's commitment to widening access to the national collection. The Library is a signatory to the [Europeana Data Exchange Agreement](#) and the [JISC Discovery Open Metadata Principles](#). The Library actively supports opening access to support and encourage learning and research, to disseminate information, and to foster innovation.

## 3. Principles

Wherever possible, the Library's metadata and digital content licensing position functions in favour of openness. This position is at all times bound by any and all legal, contractual, privacy, operational, and related obligations, limitations, and constraints. The Library at all times must respect the reserved moral rights of content creators, contractual agreements, the laws governing Scotland, and the organisation's other legal, moral, and ethical obligations. Sections 3.1 and 3.2 of this policy apply only to content created by or for the Library and in which there is no external intellectual property rights owner.

## 4. Policy

The Library uses Creative Commons (CC) licences, as outlined below, as those licences are prescribed by Creative Commons at [creativecommons.org/licenses](https://creativecommons.org/licenses).

### 4.1 Metadata

#### 4.1.1 Core metadata

As far as possible in respect of legal, contractual, privacy, or related obligations core metadata is licensed with a [Creative Commons Attribution 4.0 International \(CC-BY 4.0\)](#) licence.

#### 4.1.2 Extended metadata

As far as possible in respect of legal, contractual, privacy, or related obligations extended metadata is licensed with a [Creative Commons Attribution-NonCommercial-ShareAlike 4.0 International \(CC-BY-NC-SA 4.0 International\)](#) licence.

### 4.2 Digital content

#### 4.2.1 Access Quality digital content

Except where subject to legal, contractual, privacy, or related obligations, all Access Quality digital content is licensed with a [Creative Commons Attribution 4.0 International \(CC-BY 4.0\)](#) licence.

#### 4.2.2 Master Quality digital content

Except where subject to legal, contractual, privacy, or related obligations, all Master Quality digital content is licensed with a [Creative Commons Attribution-NonCommercial-ShareAlike 4.0 International \(CC-BY-NC-SA 4.0 International\)](#) licence.

#### **4.3 Metadata and digital content subject to legal, contractual, privacy, and related obligations**

Any metadata subject to legal, contractual, privacy, or related obligations that prohibit the use of the licences in the above sections 3.1 and 3.2 is not licensed with a Creative Commons licence and the Library fully reserves any intellectual property rights that it holds.

#### **4.4 Further licensing**

The Library licenses metadata and digital content by contract and at its discretion when material may be used beyond the terms of the relevant licence under section 3.1. or 3.2 above, or when material falls within section 3.4 above.

### **5. Implementation**

Implementation and maintenance of this licensing policy is guided by written procedures, processes, and guidelines.

### **6. Review**

The Re-use and Licensing Group will review this policy on an annual basis commencing in April 2015. Any changes to the policy (for example, migration to a new version of Creative Commons licence or changes to the licences used) may be made only following deliberation and approval by the Group or its equivalent.

Policy created by the Digital Access Manager and the Intellectual Property Specialist

Policy controlled by the Re-use and Licensing Group

Approved April 2014

Revised 24 April 2015

Reviewed 29 March 2016