

Wisconsin Document Depository Program

Guidelines for State Agencies Submitting Electronic Formats For the Wisconsin Digital Archives

Background

Wisconsin statutes, as amended by 1991 Wisconsin Act 285, require Wisconsin state agencies to send copies of their documents to Resources for Libraries and Lifelong Learning for distribution to libraries through the Wisconsin Document Depository Program. Many of these documents are now born-digital and published only on the Web. As more documents are provided exclusively in digital formats, particularly on the Internet, the requirement to comply with this law has become more challenging. The Wisconsin Digital Archives provides state agencies a means to continue to fulfill their statutory obligation to participate in the Wisconsin Document Depository Program with electronic formats. ****The Wisconsin Digital Archives is not intended to encourage state agencies to stop printing, drastically reduce printing or cease participation with print documents in the Wisconsin Document Depository Program. Print is still the most stable format for long-term preservation.**

The Wisconsin Digital Archives is a collaborative effort managed by Resources for Libraries and Lifelong Learning. Collaborating libraries include the Wisconsin Historical Society, the Wisconsin Legislative Reference Bureau, the Wisconsin Department of Transportation, the University of Wisconsin-Madison, and the Wisconsin State Law Library.

Primary Goals

- To provide authoritative permanent electronic access to select web content produced by Wisconsin state agencies.
- To provide the opportunity for state agencies to continue to fulfill their statutory obligation to participate in the Wisconsin Document Depository Program with electronic formats.
- To provide all libraries, regardless of depository status, greater, long-term access to state government information in electronic formats.

What's in the Wisconsin Digital Archives?

The Wisconsin Digital Archives is a growing collection of select electronic state documents that have been digitally archived. Documents tend to be from 2001 to current. Although not every document published since 2001 is in the collection, the same guidelines are used for selecting web content for digital preservation that is used to evaluate print documents. The Wisconsin Digital Archives preserves content from state agency web sites that is intended for public use and provides public perspective on state government programs. It is not the intent of the Wisconsin Digital Archives to collect content that might be considered public records. The Wisconsin Digital Archives is not digitally archiving entire state agency websites.

How Does the Wisconsin Digital Archives Work?

Electronic documents and portions of state agency websites are selected to be spidered by a web harvesting tool. The spider captures all links and files needed to replicate the document or web content in order to maintain the overall look and feel of the content at the time it was crawled. Full functionality of the webpage or individual document is provided through a digital archive URL. Digital archive URLs are persistent and will not become a dead link. Digital archive URLs provide a snapshot of what the state agency webpage or document looked like at the time it was spidered. Any changes made after preservation will not be reflected unless the webpage or document is reharvested.

Providing Access

Similar to print documents, digital archive URLs are described and cataloged based on author, content and subject so users can easily search OPACs (Online Public Access Catalog) to discover a full historical range of state agency publications regardless of format. Search WISCAT, <http://www.wiscat.net>, the statewide union catalog provided by the Wisconsin Dept. of Public Instruction to access digital archive records in an OPAC setting.

There are many advantages to providing access to digital archive URLs in an OPAC setting:

- Provides search benefits and convenient access to state government documents in a controlled environment
- Provides advanced authority control, refined subject access, and multiple field searching that makes a library catalog a much more precise search tool than a web search engine
- Provides convenient access to digitally archived information one click away from the catalog record
- State government documents co-exist regardless of format in a repository setting providing full historical range of information
- Provides 24/7 access and convenience to unlimited users

The Wisconsin Digital Archives can also be accessed in a searchable database that contains just those documents that have been digitally archived. This collection of documents continues to grow every month. Access the collection at <http://www.wistatedocuments.org>.

How to Participate in the Wisconsin Digital Archives

Submit electronic documents and/or web content that are new, significantly updated or revised, or scheduled to be removed from a state agency website for evaluation to be included in the Wisconsin Digital Archives.

To send us a notification please:

1. Send an email message to statedocuments@dpi.wi.gov, with
2. "Submit Electronic Document" in the subject line
3. Publication title, publishing agency, and URL in the body of the message.

* Due to limitations of digital preservation technology and collection development policies, not all content can be or will be digitally archived for inclusion in the Wisconsin Digital Archives. Library staff is available to assist state agencies analyze web content for compatibility with program guidelines.

More Information

Please visit our website to learn more about the Wisconsin Document Depository Program and the Wisconsin Digital Archives, <http://dpi.wi.gov/rl/inddep.html>. For more information please contact:

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