Digital Commons Content Policies

This document outlines and describes Pittsburg State University's collection and preservation policies regarding the online resource and institutional repository Digital Commons. This policy reflects and expands upon the existing policies utilized by Leonard H. Axe Library and the Special Collections & University Archives. The format and content of this policy was inspired by UC San Diego Library.

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1. Digital Commons Development Policy

1.1 Policy Summary

This policy governs the selection, acquisition, and curation decisions of Pittsburg State University's digital collections within Digital Commons. This Collection Development policy identifies the long-term and short-term collection goals and policies of Pittsburg State University Library Services. Collection, in this case implies, digital resources, held within Digital Commons. The policy includes the established principles and guidelines to be followed by librarians and by departmental faculty in developing and maintaining balanced and relevant collections across disciplines. It considers the University's mission and goals while being responsive to the evolving needs of a dynamic institution. The Collection Development policy is periodically reviewed to ensure that its provisions continue to reflect the current requirements of students and faculty members, academic programs, and available resources.

1.2 Digital Collections Purpose

Digital Commons is the online repository Pitt State utilizes to host scholarly works created by faculty, staff, and students (graduate and undergraduate), digital Special Collections & University Archives materials, and materials relating to events like the annual Research Colloquium and art exhibitions. This repository archives these materials for continuous, free access by faculty, staff, students, alumni, and scholars worldwide. This policy addresses the development and management of digital collections within Digital Commons for which Pittsburg State is the primary custodian.

Digital Commons and its administrators seek to collaborate with faculty, students, alumni, and other contributors to enhance Pittsburg State's digital collections and record of scholarship and life on campus.

1.2a Scope

The scope of Digital Commons includes but is not limited to: Open Educational Resources; Student work; Faculty submissions; University publications; Theses & Research Problems; University events; and Special Collections & University Archives digital materials.

1.2b Principles

Digital Commons will directly reflect and support the mission and the goals of the University. Specifically, the priorities for building a balanced and relevant collection across disciplines include:

- providing university-level scholarly resources that support academic programs and faculty research interests. Collections will reflect diverse viewpoints and areas of scholarship.
- affirming Library Service's commitment to enabling every person to engage in the lifelong pursuit of knowledge by supporting the open exchange of ideas, innovation, intellectual freedom, diversity, and equitable access to information.
- continuing Library Service's tradition of meeting curricular changes and intellectual demands with thoughtful innovations that respectfully build on past achievements.

1.2c Audience

The anticipated audience of Digital Commons is Pittsburg State University (PSU) faculty, staff, and students utilizing the materials with scholarly intent, as well as outside researchers with an interest in PSU, its history, and its related materials.

1.3 Selections Criteria

1.3a General Selection Criteria

Pittsburg State University Digital Commons acquires or provides access to a wide variety of resources in digital and digitized formats. Digital Commons evaluates potential acquisitions on numerous criteria, including but not limited to:

- curriculum and/or research relevance
- quality of material
- authoritativeness
- currency of information
- readership level
- language
- historical value
- price
- projected user demand
- impact to the entire collection

Pittsburg State University Digital Commons mainly collects resources in electronic formats, with increasing emphasis on electronic formats for journal, media, and reference resources. Library Services secures access to information through direct licensing from authorized providers and by utilizing connections to free and open resources. Selection criteria specifically applicable to electronic and digital formats will include but not be limited to:

- Uniqueness and comprehensiveness of information
- Currency and validity of information and frequency of updates
- Enhanced content, additional functionality, availability of site license
- Cost effectiveness of access
- Archival access
- Copyright and fair use
- Confidentiality and privacy provisions for all library patrons
- Availability of usage statistics based on accepted standards
- Legal issues, including licensing requirements and restrictions
- Reliability of the vendor or publisher in providing customer and technical support and training
- Reputation and authority of the publisher
- Technical support for storage and the delivery of locally hosted content.

Weeding Criteria/Accepting Submissions

- Collection level: How vital is the item for coursework and research?
- Intrinsic value: Is the item a seminal work in its field?
- Currency: Is the information outdated or no longer authoritative?
- Duplication: Is the item already located on Digital Commons?
- Physical Condition: Can a damaged item be repaired? Can it withstand the digitization process without incurring more damage?
- Research value: Do the materials align with current or expected research interests?
- Edition: Is the edition held by the library superseded by a newer edition or format?
- Completeness: Is the item part of a set or series of which the library does not have a complete run?
- Uniqueness: Is the item held only by Pittsburg State University?
- Usage: Has the item been downloaded frequently or recently?
- Format: Is the format obsolete? Is the item still accessible? Can it be reformatted without losing any data or anything intrinsic to its identity?

1.3b Curation Goals

Digital Commons aims to collect and archive unique digital resources covering a variety of disciplines related to Pittsburg State University. We have a width of curation goals including:

Faculty Submissions – We encourage faculty to submit their work and Open Educational Resources to reach other professionals and scholars within Pittsburg State University and

beyond. These resources reach scholars worldwide and facilitate interaction with new ideas and people.

Regarding faculty submissions, we accept the work of the following:

- Current employees, including scholarly work and OER's created at a previous institution.
- Retired employees, including scholarly work and OER's created after retirement.
- Resigned employees, including scholarly work and OER's created after departure from PSU.

We at Library Services recognize that the pursuit of knowledge is a life-long process. We intend for Digital Commons to support the open exchange of ideas, innovation, intellectual freedom, diversity, and equitable access to information. For that reason, Digital Commons will accept records created within or outside of Pittsburg State, to fully encompass faculty members' careers and ideas. We truly believe "Once a Gorilla, Always a Gorilla."

For faculty submitting a work created before or after employment at PSU, please add the following as a comment to the submission:

This work was created outside of Pittsburg State University, but builds upon or relates to the scholarship created at PSU.

Student & Student Group Submissions – We encourage students to submit their scholarly work produced for classes and seminars to Digital Commons. We also encourage the submission of records documenting student life and campus activities (posters, photographs, etc.) such as events and meetings for student groups.

Regarding theses and dissertations, PSU Digital Commons will accept work submitted by those attending other institutions under certain conditions. That being the submitted work is relevant to Pittsburg State University or the surrounding area. We intend the scholarship within Digital Commons to reflect the ideas, knowledge, and innovation of Pittsburg State University students and faculty throughout our history. As such, theses and dissertations from outside institutions will not be posted to the Electronic Theses page but will be housed elsewhere on the site relevant to the study's topic.

Alumni Submissions – We encourage alumni to submit records of their time at Pitt State and the community. This could be images, letters, diaries, and more documenting campus, student life and groups, events on and off campus, etc. Materials created after attending PSU may be accepted if they relate to the university or the community.

University Over the Years – We encourage faculty, students, alumni, and community members to submit photographs and materials to Digital Commons related to the university, its history, and its people. The materials submitted to Digital Commons will be utilized to create an online exhibit at https://digitalcommons.pittstate.edu/exhibit/

University and Surrounding Area Publications – We intend to expand the current repository holdings to include other analog and digital publications originating from Pittsburg State and the surrounding area.

Questions regarding any of the above can be submitted to digitalcommons@pittstate.edu.

1.3c Curators and Selectors

Digital Commons' main administrator is the Digital Archivist and Institutional Repository Manager. They manage incoming submissions, administer updates, and evaluate and maintain current holdings. The Digital Archivist may curate and select content based on patron demand and research interest.

Submissions to Electronic Theses & Dissertations are managed by the Graduate School.

Submissions to Special Collections & University Archives are co-managed by the Digital Archivist and the Curator of Special Collections.

1.3d Collecting Strengths

In accordance with stated selection criteria, Digital Commons collects digital content to support learning and research through additions to distinctive areas of excellence, while also seeking content in diverse and emerging growth areas. Digital Commons collects materials created by Pittsburg State University, its faculty, staff, and students, and materials related to the local history and culture. The following subject areas reflect the repositor's current collecting strengths and places where further development is particularly sought. Materials on other topics that meet the library's selection criteria may also be considered.

- Electronic Theses & Dissertations
- Special Collections and University Archives
- Open Educational Resources
- Faculty Submissions
- Student scholarship (projects, presentations, papers, etc.)
- Student Life
- Pittsburg State University Publications (Midwest Quarterly, Cow Creek Review, etc.)

1.4 Donations, Deposits, & Transfers of Digital Collections

Pittsburg State University Digital Commons accepts donations of unique digital materials and records of enduring value in accordance with Library collection development policies. All digital gifts must follow Leonard H. Axe Library's gift policy (https://axe.pittstate.edu/_files/documents/guidelines/guideline24_receipt.of.gifts2022.pdf). All digital gift material covered under the scope of this policy, regardless of format, will be evaluated by the Digital Archivist & Institutional Repository Manager.

Digital materials are often easy to copy, duplicate, and share. Pitt State discourages donations of material that fall into the categories below. Exceptions may be approved in consultation with the appropriate curator/selector and the Digital Archivist.

- Digital content previously donated to other repositories.
- Scanned or reformatted content where the original material is not the property of the donor (i.e. scans or captures of photographs where the donor is not the owner or creator of the original photographs).
- Content downloaded from other repositories or personal web pages where the donor is not the creator.

Donations are accepted with the understanding that all materials become the property of Pittsburg State University; deposits are subject to the terms of deposit agreements. Donors and depositors will be asked to document the transfer of materials with a signed agreement, or transfer form. A deed of gift is a formal legal agreement between the donor and the university which transfers ownership of the materials. Pitt State Digital Commons will not attempt to process, preserve, or make available digital content if explicit authority to do so has not been transferred to Digital Commons.

1.4a Acquisition and Post-Acquisition Processing

The library is currently equipped to do the following upon acquisition:

- Accept born-digital material via direct capture from original media or portable hard drives, direct upload to Digital Commons, OneDrive, or web archiving. Original media carriers may not be kept.
- Scan transferred files for personally identifiable information (PII) using automated scanning tools, to identify and flag potentially sensitive information.
- Conduct virus checks. Files with viruses will be deleted.
- Create normalized copies of some file types, as appropriate, to address software obsolescence.
- Appraise files to identify desirable content from content that should be deleted, such as duplicates, temporary files, system set-up files, or popularly available

material. Such appraisal may be facilitated by automated tools. Due to the size of some digital collections, item-level review may not be possible.

- Provide access to most files, as current institutional capabilities and agreements allow, and provide secure storage according to current Library protocols. This may include cloud storage utilizing Google Nearline, a third-party vendor.

Pittsburg State University is committed to responsibly stewarding digital collections in its care and ensuring appropriate levels of preservation, description, and access. This means access to digital records are subject to change as tools for preservation and discovery evolve over time. Technological limitations and other dependencies that may prevent PSU Digital Commons from preserving or providing access to files include, but are not limited to:

- Hardware or software is required that the Library does not have, and cannot reasonably obtain.
- Inability to obtain required permissions or credentials to access or modify files.
- Files are corrupted or have otherwise deteriorated.
- Media carriers have failed or are otherwise damaged.

1.4b Rights Management

The materials within Digital Commons are intended to support research, teaching and private study under fair use. All items are protected by the U.S. Copyright Law (Title 17, U.S.C.) unless they are in the public domain. The copyright status for objects on the Digital Commons website is displayed in the item record. Information and reproductions are provided for reference use only. Permission to publish, exhibit or broadcast must be obtained from the Digital Archivist or Curator of Special Collections and University Archives. Fill out this application form and email it to digitalcommons@pittstate.edu.

- Pittsburg State University Special Collections & University Archives claims only physical ownership of most material. Persons wishing to broadcast or publish this material must assume all responsibility for identifying and satisfying any claimants of copyright.
- If the work is still under copyright, and if the copyright is not held by Pittsburg State University, the requestor must seek permission from the current copyright holder. The applicant agrees to assume full responsibility and any attendant liability for complying with U.S. copyright laws and other rights of third parties.
- The reproduction of an entire collection is generally not allowed, and if more than 30 illustrations are requested, an additional royalty arrangement might be required.

- The recipient agrees to indemnify and hold harmless Pittsburg State University, its officers, employees, and agents from and against all suits, claims, actions and expenses arising out of the use of reproductions provided by Digital Commons and Special Collections.
- Permission is for one-time use only with nonexclusive worldwide rights in all languages in the medium and format stated in this application. Permission is valid only for the individual, company or institution to whom it is specifically issued and may not be transferred, assigned, sold, or otherwise disposed of without written permission from Digital Commons or Special Collections.
- In granting permission, Pitt State does not surrender its own right thereafter to publish any of the materials from its collections or to grant permission to others to publish them.
- The applicant agrees to credit all works utilizing the recommended citation available on Digital Commons.
- If permission to publish is granted, the applicant agrees to donate a copy of the publication to Special Collections & University Archives at Pittsburg State University.
- Digital Commons and Special Collections reserve the right to refuse to grant permission to publish.

1.5 Reformatting

Digital Commons selectively plans and engages in digitization projects, creating digital surrogates of library and Special Collections materials via scanning or reformatting. Reformatting projects are subject to the same selection criteria as all digital collections. Project plans for digitization will reference all existing metadata and access points and identify strategies for enhanced description and discovery. These projects typically fall into one of the following categories:

Digitization Projects: Scanning or reformatting of entire collections or other groupings of materials. These projects are proposed by library staff, frequently in cooperation with university faculty or other community stakeholders and are assigned Library Services project managers and internal timelines. Digitization projects are subject to the approval of the Digital Archivist. Digitization may occur in-house or via vendors depending on resources and other considerations.

Scan-on-Demand: Requests put forward by library staff, often on behalf of users, for single digital reproductions of library materials. These requests generally arise through routine work such as fulfilling patron requests, exhibit planning, and preservation surveys.

Scan-on-Demand requests can be submitted to speccoll@pittstate.edu or digitalcommons@pittstate.edu for in-house reformatting.

Grant-Based Digitization: Reformatting projects supported through one-time funding, typically awarded through a competitive proposal process. The project manager identified in the grant proposal has responsibility for the project, with active support from Library Services.

1.6 Deaccessioning

Deaccessioning (https://id.loc.gov/vocabulary/preservation/eventType/dea.html) is the process of formally removing an object from the inventory of a repository. This may be by returning it to the depositor, transferring the content to another repository, or by permanent deletion.

As a vital and growing component of Pitt State's Digital Commons, the digital collections are subject to active assessment and revaluation, which may result in deaccessioning. Library staff may recommend removal (deaccessioning) or suppression (restriction from public view) of content within Digital Commons following a reappraisal process. Material may be deaccessioned for routine maintenance reasons (i.e., a digital object is discovered to be a duplicate, or a high-res scan is replacing a lower-quality object) or following a reassessment of the value of a collection in light of selection criteria. Reasons for the recommendation must be clearly stated in writing.

 Deaccessioning is at the discretion of the Digital Archivist. Deaccessioned material will be treated in one of the following ways:

- Return to Donor or Depositor: If the donor initially indicated this option, library staff will coordinate the return of deaccessioned content. Library files will be deleted.
- Transfer: The university may consider transferring digital collections to other institutions.
- Disposal: The university will delete digital content, its related metadata, and securely destroy original media.

Note that the Library's Digital Collection Takedown Policy (https://digitalcommons.pittstate.edu/policies.html) governs processes and policy for outside requests received to remove or suppress access to content.

2. Digital Preservation Policy

2.1 Introduction

The Pitt State Digital Commons' Preservation Policy supports sustainable access to and use of select digital collection content for the foreseeable future. This document is intended for users of Pitt State Digital Commons, for all faculty and staff that manage and work with digital collections, and for those who donate or deposit material to the repository. The purpose of this policy is to:

- Define the scope of digital preservation activities;
- Articulate the library's principles governing digital preservation;
- Describe properties of digital materials essential for long term preservation;
- Outline the roles and responsibilities of those involved in digital preservation;
- Set reasonable expectations about limitations impacting digital preservation.

For the purposes of this policy, "digital preservation" is defined as the combination of policies, strategies, and actions to ensure access to reformatted and born digital content regardless of the challenges of media failure and technological change. A goal of digital preservation is the accurate rendering of authenticated content over time as well as extending the life of a fragile item by providing a digital surrogate.[1]

Pittsburg State University Digital Commons undertakes active preservation measures with the goal of long-term use and sustained authenticity, reliability, and integrity of digital materials under our care. The purpose of preservation is to ensure that Library Services continues to provide accessible materials for research, teaching, and learning in accordance with our principles.

Digital preservation is a constantly evolving practice due to new and emerging technologies. Therefore, this policy is subject to change.

2.2 Scope

Pitt State's digital preservation activities are intended to preserve the digital collections of Digital Commons. This includes content that originated in digital form (born digital) and content that has been converted to digital form through digitization. Pitt State Digital Commons is responsible for acquiring, providing the means to preserve, and ensuring long-term access to the digital collections. Not all of the digital content the repository acquires or creates can be preserved, due to technical dependencies or limited resources. Long-term preservation is subject to selection criteria and archival appraisal of the content for long-term retention. For more information about content that the repository may acquire, please refer to the Digital Collections Development Policy.

2.3 Principles

Preservation activities of Pitt State Digital Commons adhere to the following principles:

- Long term access is the primary goal. Access to digital collections will be supported to the best of our ability given available technology and resources.
- Full compliance with intellectual property, copyright, and ownership rights of creators while ensuring preservation of and access to all content.
- Observance of appropriate standards and recommendations related to the creation, maintenance, storage, and delivery of digital objects[2] and metadata, as determined by international, national, and consortial communities of practice.
- Digital preservation activities will be planned and implemented in ways that best manage current resources and can be sustained into the future.
- Digital preservation policies, procedures, and practices will be documented and reviewed openly, transparently, and consistently.

2.4 Levels of Preservation

Library Services has outlined levels of commitment to preserving different categories of materials, with the understanding that digital preservation is a complex, ongoing, and resource-intensive task.

1 - Born-digital material: Rigorous effort will be made to ensure continued access to born-digital material selected for long-term preservation.

Note: Some born-digital material collected by Pitt State Digital Commons is stored on obsolete media, encoded on obsolete systems or formats, or is otherwise difficult or impossible to access. Appropriate efforts will be made to recover and evaluate this material for preservation, with the understanding that recovery may not be possible due to the condition of the materials, or technical or resource limitations.

2 - Digitized material (no analog available): Every reasonable effort will be made to preserve digitized material where no analog versions exist, or where re-digitization is not feasible. This also includes digitized materials with value-added features that would make them difficult or impossible to recreate, and digitized audiovisual materials.

3 - Digitized material (analog available): In many cases, the analog version will be considered the preservation copy. Appropriate steps will be taken to preserve digitized material where an analog version is available, weighing the cost of re-digitization against the cost of long-term preservation. Digitized materials will be created in file formats conducive to long-term preservation.

4 - Licensed or commercially available material: The Library is not responsible for preserving licensed or commercially available material. However, preserving content included in the scope of this policy may involve maintaining copies of commercial material such as proprietary software.

5 - Other material: No steps will be taken to preserve material created by the library for short-term use (i.e. scans for digital delivery), material that is not selected for preservation, and material not included in the scope of this policy.

2.5 Key characteristics of digital objects for preservation

To ensure long-term access to digital collections that Pitt State stewards and/or owns, the library prioritizes key characteristics of digital objects for preservation. These characteristics must be preserved over time to ensure continued accessibility, usability, and meaning. The key characteristics of digital objects are:

- The intellectual content of the object. This is the distinct intellectual work or artistic creation considered relevant by the creator, depositor, and/or Library for preservation. This may include related materials and the relationship between those materials, as can be determined from metadata or other context at the time of ingest into the online repository.
- The metadata associated with the object. All materials considered for preservation must have sufficient metadata for discoverability and identification.
- The copyright and license status of the object. Library Services should determine, to the best of its ability, the copyright status of the object and whether any contracts, agreements or licenses, such as a Creative Commons license, Deed of Gift, or other permissions, govern the use and distribution of the physical, born digital, or digitized copy of the object. The digitization, preservation, and distribution of objects should abide by U.S. Copyright Law and any relevant license or contract terms. These characteristics are used to control access to the digital object, and ensure future generations can determine how the digital object can be accessed and re-used.
- Representation: A representation is the set of files, including structural metadata, needed for a complete rendition of the intellectual content of the object.[3] The binary data of digital objects alone is insufficient to make it interpretable to humans. Additional information must be collected about the digital object's representation, including the relationships between the parts of itself, to re-create the digital object's structure. Information that relates the digital object to other objects within

the repository, or other digital objects within the collections, should be included at the time of ingest.

- Event tracking: The history of the digital object, including transformations or changes to it, should be preserved. Documenting the history of the digital object supports the object's integrity and authenticity for future generations.
- Fixity: Fixity checking, also known as integrity checking, is a key element of digital preservation and is defined as the practice of reviewing digital content to ensure that it remains unchanged over time. Regular monitoring and reporting on the fixity of digital objects ensures that files are not altered or corrupted. Pitt State Library Services maintains sufficient fixity information on digital objects to ensure objects remain complete and uncorrupted.

2.6 Partnerships and collaboration

Many digital preservation activities and projects involve partnerships and collaborations. Pitt State Digital Commons is committed to collaborating within the library, across campus, within the community, other Kansas scholarly institutions, nationally, and internationally in order to: lead the advancement and practice of digital preservation, advance the development of the library's digital preservation capabilities, and offer sustainable preservation services through Digital Commons.

2.7 Tools and guides for preservation

To facilitate long-term preservation, PSU employs the concept of LOCKSS: Lots of Copies Keeps Stuff Safe. This means we have multiple copies saved in multiple places in case of an emergency. For example, items that have been digitized have the original copy in an archive, a digital copy in a hard drive, the copy accessed by patrons on Digital Commons, and potentially a copy on Google Nearline. If something happens and we lose access to one or more of those copies, we should have a backup to replace it.

We also utilize a program called TeraCopy when materials to maintain data integrity and file transfer reliability.

2.8 Roles and responsibilities

Digital preservation reaches across different functional areas of the library, and directly includes content creators and their representatives, depositors and researchers.

2.8a Content Creators and Depositors

Campus faculty, departments and offices, and other members of the campus community; other content creators; representatives or heirs of content creators who are licensed to act on their behalf; and vendors (such as booksellers):

- Share all available contextual information about content and any media carriers.
- Provide required permissions and login credentials, or disable passwords and encryption systems, if any, to allow access to the materials.
- Identify and appraise files prior to transferring them, where possible, to avoid duplication; avoid sending previously shared files.
- Remove PII and out-of-scope material prior to transfer to the library.
- Discuss expectations and commitments regarding processing, discovery and access with library staff prior to and during transfer.

2.8b Alignment with Other Library Programs

The goals and policies of Digital Commons regularly align with the goals and policies of other Library Programs.

Special Collections: Digital Commons supports the collection goals of Special Collections & University archives, especially in the areas of Kansas history and personalities, American socialism, free thought, the history of printing, music history, mining and labor history, and third-party political movements.

Learning and Outreach: Digital Commons supports the library's objectives related to events and lectures, archiving publications, advertisements, and records of said events.

The general library: Digital Commons supports Initiative #1 of the Library Strategic Initiatives, assisting in the successful stewardship of finite resources.

2.9 Acknowledgements

(1) Definition from the ALCTS Preservation and Reformatting Section, Working Group on Defining Digital Preservation, https://www.ala.org/alcts/resources/preserv/defdigpres0408 (https://www.ala.org/alcts/resources/preserv/defdigpres0408).

(2) A digital object is defined as: "An entity in which one or more content files and their corresponding metadata are united, physically and/or logically, through the use of a digital wrapper. See also complex digital object, simple digital object." California Digital Library. Glossary of Digital Library Terms. https://cdlib.org/resources/technologists/glossary-

ofdigital-library-terms/#D (https://cdlib.org/resources/technologists/glossary-of-digital-library-terms/#D)

(3) PREMIS Data Dictionary for Preservation Metadata, v3.0. June 2015, revised November 2015. https://www.loc.gov/standards/premis/ (https://www.loc.gov/standards/premis/)

3. Library Preferred File Formats

Pitt State Library Services recommends the use of certain file formats to support long-term preservation of digital content. As file format specifications and usage trends change over time, it can be challenging to find the necessary applications to open files, and some formats will become difficult or impossible to read. Choosing formats with better chances of survival facilitates long-term preservation of your files.

Although it's not possible to create a definitive list of format recommendations for all use cases, this list provides general guidelines to use as a starting point when creating or migrating files. While we will make our best effort to preserve your files, please use the recommended formats where possible, or other formats with open (not proprietary) specifications and/or in wide use. Also, be careful with digital rights management (DRM) tools, as these can make it difficult or impossible to access your files in the future.

If you have any questions, or your files are in a format that is not on this list, please contact the Digital Archivist at digitalcommons@pittstate.edu to discuss options for preserving your files.

Although this policy lists file extensions for convenience and ease of recognition, the policy applies to file formats, with file extensions serving as proxies for format.

Format Category	Preferred	Acceptable (may be reformatted on acquisition)
Audio	wav/bwf aif/aiff	mp4a mp3 Ffac
Containers/Archive File formats	zip	gzip tar 7z tgz
Databases	Consult with Digital Archivist at digitalcommons@pittstate.edu	
Design and 3D	x3d E57	ply obj gltf/glb

		stl stp/step
Email	mbox eml	pst msg
Images (raster)	tif/tiff (uncompressed) png	jpg/jpeg
Images (vector)	odg svg	
Presentations	PDF/A (pdf)	pptx pdf (other than PDF/A)
Software/code	Consult with Digital Archivist at digitalcommons@pittstate.edu	
Tabular and Structured Data	PDF/A (pdf)	Xlsx
Text	plaintext (e.g. txt, asc) PDF/A (pdf) odt	doc (97-2003) docx pdf
Video	dpx avi (uncompressed) mov	mp4 mkv
Websites and social media	Consult with Digital Archivist at digitalcommons@pittstate.edu	

Note: Some materials may need to be converted to a different file type for uploading to Digital Commons. Please reach out if you have any questions regarding this.

For questions about the content or rights of our collections and our Take Down Policy see: (https://digitalcommons.pittstate.edu/policies.html).