BURBANK IN FOCUS COLLECTION DEVELOPMENT POLICY

MISSION STATEMENT

The mission of Burbank in Focus is to assemble, digitize, and make web-accessible historical photos that represent Burbank's heritage for the benefit of both the local community and researchers world-wide.

SUBJECT AREAS

Burbank in Focus collects images that depict life in Burbank and represent Burbank's heritage, including but not limited to:

- **Burbank places** – Local businesses, movie studios, hospitals, religious institutions, schools, parks, airports, neighborhood streets, aerial photos.
- **Burbank events** – Parades, groundbreakings, community events, sporting events, disasters, modes of transportation, everyday life in Burbank.
- **Burbank people** – Community group photos, service clubs, Burbank political figures, celebrities in Burbank, Burbank residents.

As a living collection photos do not need to be from a specific time period to be included.

SELECTION FACTORS

Content added primarily consists of analog materials digitized for the purpose of inclusion in the collection. Born-digital content or content digitized by donors may be selected for inclusion based on technical characteristics and other factors related to the ability to preserve those materials digitally.

Copyright Status

In order to be considered for inclusion, items must fall into one of the following categories:
- In the public domain
- Under a valid open access or Creative Commons license
- City of Burbank holds the copyright
- Permission obtained to digitize and provide unrestricted access (via a signed release form)

Significance

To determine the significance of content the following questions will be considered:
- How well does the item represent Burbank's heritage?
- Does the item cover underrepresented aspects of Burbank's heritage?
- Would experts confirm the importance of the item?
- Does the item complement existing digital content?

Metadata

Items with ample information associated with them will be given priority for inclusion over items with little information. At minimum a date is required (decade range is acceptable).

METHODS OF ACQUISITION

Images are donated by members of the community (individuals and/or organizations) and City Departments with the intention of making them available to the public. Donations are acquired through pursuing contributions from members of the community and City Departments, proposals submitted from members of the community and City Departments, and community scanning events. After digitizing, physical items are returned to donors along with a copy of the digital file if desired.