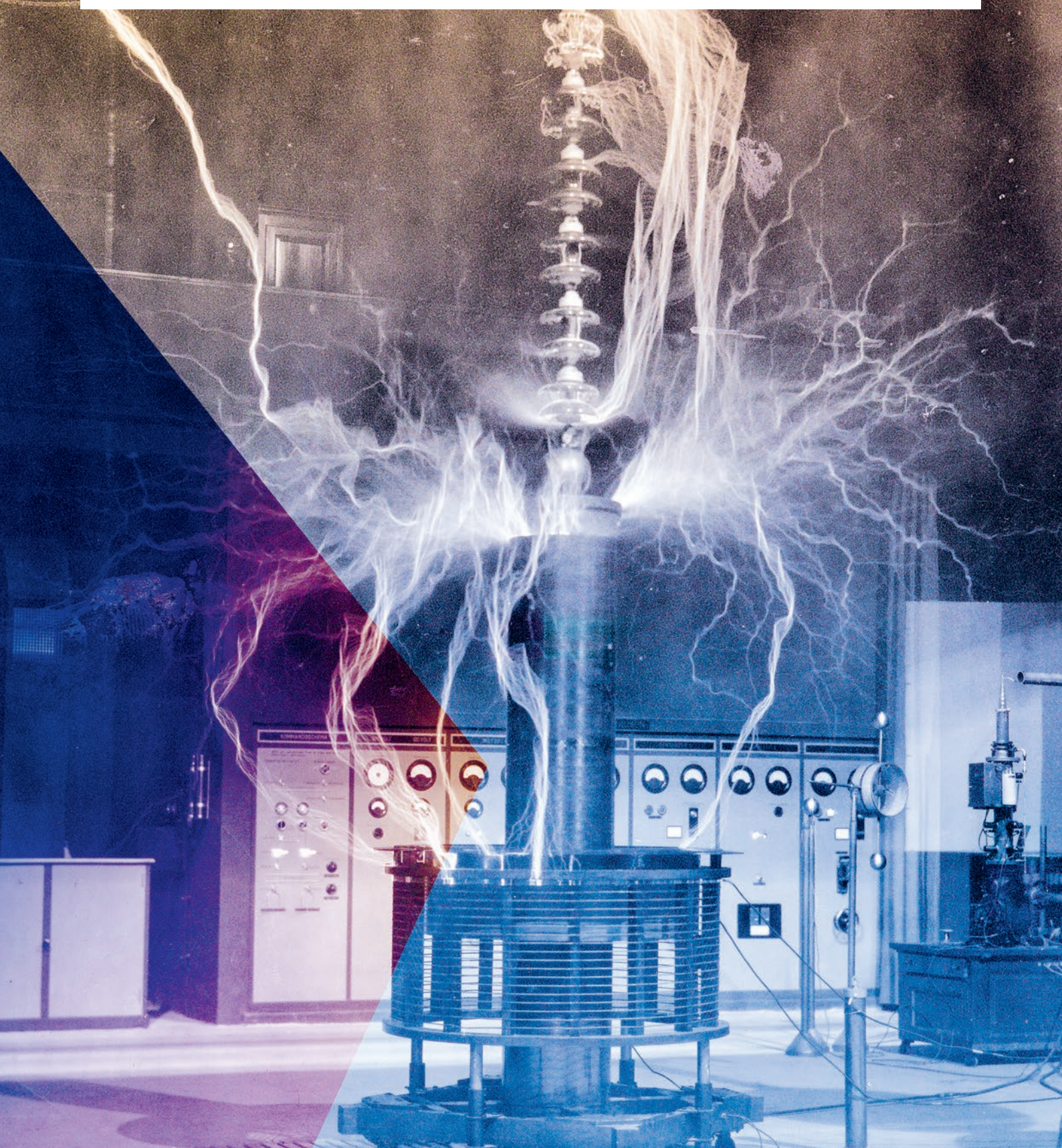


Strategy of the Collections and Archives 2021 to 2024



Title page:

ETH Zurich, Old Physics Building, Department of Electrical Engineering, Experiment on the Tesla Transformer (1935)

Page	Image credits
1	ETH Library Zurich, Image Archive. Photographer: Unknown. Public domain mark
4	ETH Library Zurich, ETH Zurich University Archives. Photographer: Alexandra Siegrist. CC BY-SA 4.0
7/1	ETH Library Zurich, Collection of Scientific Instruments and Teaching Aids
7/2	ETH Library Zurich, Art Inventory. Photographer: Frank Blaser. CC BY-SA 4.0
7/3	ETH Library Zurich, Image Archive. Photographer: Unknown. Public domain mark
13	ETH Zurich. Photographer: Sandi Kozjek
14/15	ETH Zurich. Photographer: Gian Marco Castelberg
17	ETH Library Zurich. Graphic designer: Hitch Eggenberger
18/1	ETH Zurich. Photographer: Fabian Schneider
18/2	Max Frisch Archive at ETH Library. Photographer: Alan Maag
18/3	Photographer: Radek Brunecký
20/1	ETH Zurich, E-Pics, Xylotheque catalogue
20/2	ETH Library Zurich. Photographer: Frank Blaser
21/1	<i>focusTerra</i>
21/2	United Herbaria Z + ZT. CC BY-SA 4.0
22	ETH Zurich, gta Archives
23/1	ETH Library Zurich. Photographer: Pierre Kellenberger
23/2	ETH Zurich. Photographer: Gian Marco Castelberg
24 below	ETH Zurich. Photographer: Alessandro Della Bella
27 below	ETH Zurich, ETH Materials Hub
29	ETH Library Zurich. Photographer: Pierre Kellenberger
31	ETH Library Zurich. Photographer: Pierre Kellenberger
32	ETH Library Zurich. Photographer: Frank Blaser
35	ETH Zurich. Photographer: Alessandro Della Bella
37	ETH Zurich. Photographer: Alessandro Della Bella
39	ETH Library Zurich, Image Archive. Photographic Institute of ETH Zurich. CC BY-SA 4.0

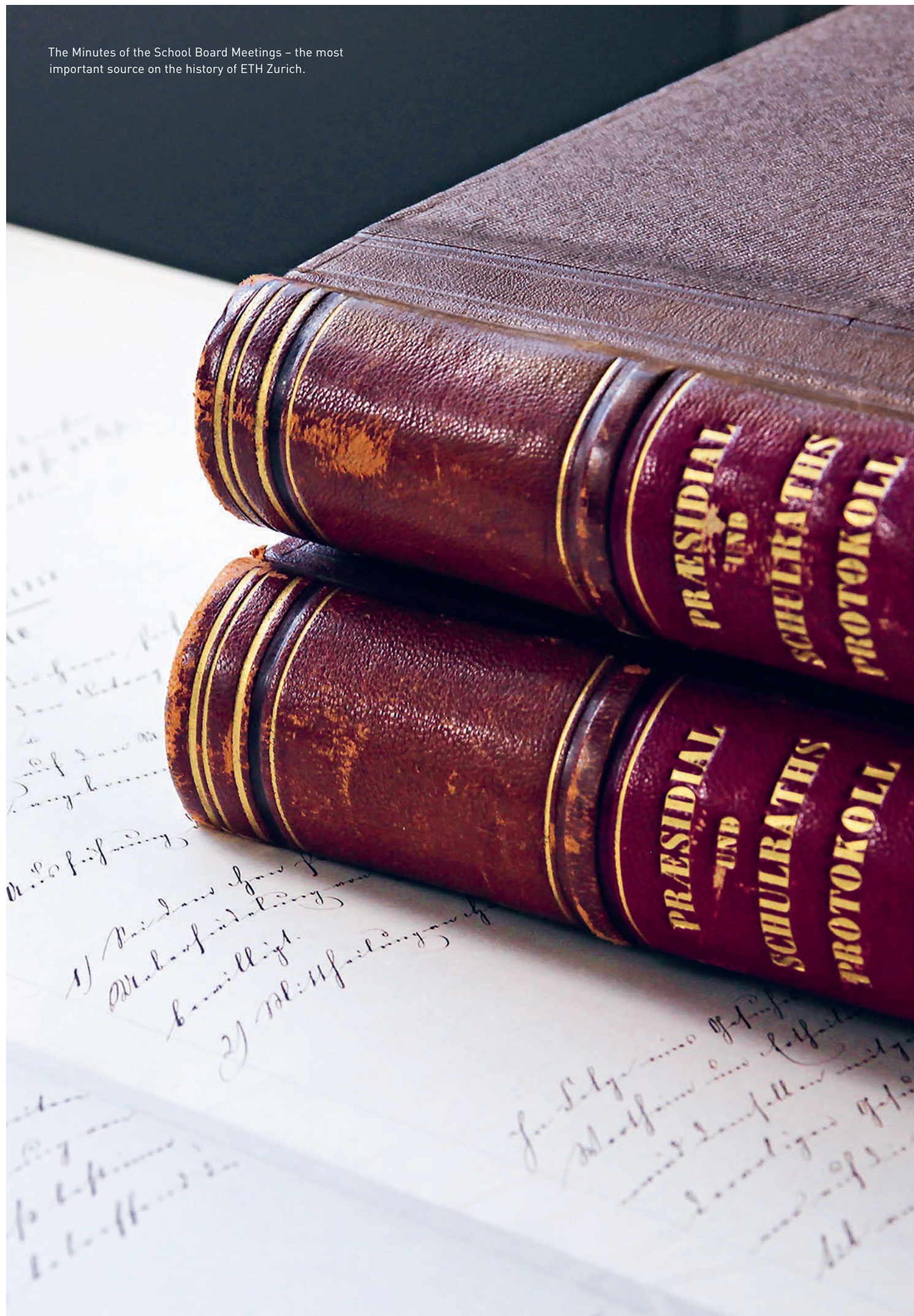
The “Strategy of the Collections and Archives 2021 to 2024” was developed by ETH Zurich with the support of CHE Consult GmbH and Z_punkt GmbH – The Foresight Company.

Editor	ETH Zurich
Design	Lithop Electronic Media AG, 8008 Zurich
Number of copies	400

Table of contents

	Foreword	5
1.	Framework	6
1.1	Purpose of the strategy	6
1.2	National context and statutory basis	6
1.3	The Collections and Archives of ETH Zurich at a glance	8
1.4	Mission of scientific collections and archives in the international context	12
2.	Vision	15
3.	Mission	16
3.1	Prospect until 2024	19
4.	Strategic principles	20
4.1	Research	24
4.2	Teaching	25
4.3	Dialogue with the public	26
4.4	Development of the collections	27
4.5	Protection of cultural property	28
4.6	Digital transformation	30
4.7	Organisation and cooperation	33
5.	Implementation: priority measures	36

The Minutes of the School Board Meetings – the most important source on the history of ETH Zurich.



Foreword

ETH Zurich is driven by curiosity for science, research-oriented and innovative teaching, strong partnerships and a spirit of entrepreneurship. Its employees and students create an inspiring environment which fosters dialogue and encourages talents to prosper. ETH Zurich takes an in-depth look at long-term developments in society and the environment and focuses on remaining one of the leading universities in Europe and worldwide.

The Collections and Archives of ETH Zurich take these standards as their benchmark and contribute to achieving the objectives of the university. As is typical for university collections, the individual collections and archives were established within the context of specific research and teaching, but have gained intrinsic value through qualitative and quantitative growth over the decades, transforming them into independent institutions within ETH Zurich. While they continue to serve as an infrastructure for research and teaching, they also offer great potential for fostering dialogue between the university and the public, helping to consolidate ETH Zurich's position in society.

The digital age is changing university collections and archives throughout the world. On the one hand, digitization of objects, works and documents is starting to align working

methods of university libraries with those of collections and archives, opening up new networking and mediation opportunities both locally and globally. On the other hand, the material objects are gaining a new relevance. Due to the digital transformation, materiality in itself is no longer taken for granted, making it an independent category of analysis and triggering new approaches to contemporary mediation.

Aiming to seize these opportunities and increasing the outreach of ETH Zurich's Collections and Archives, the present strategy was developed in 2019/2020 on behalf of the Vice President for Human Resources and Infrastructure (Vice President for Infrastructure since 1 January 2020) within the framework of a project lasting several months. The appointed project team and other project committees reflected a balanced mix of the professional and organisational diversity of ETH Zurich's Collections and Archives. In an iterative and participatory process, the vision and mission were developed first, involving the Collections and Archives staff, the project team and the project steering committee, followed by the definition of strategic principles, fields of actions and measures to be taken. An external consultancy supported the strategy process.

1. Framework

1.1

Purpose of the strategy

The “Strategy of the Collections and Archives 2021 to 2024” defines the objectives of the Executive Board of ETH Zurich for the Collections and Archives and provides a guiding framework for the coming years.

As in the previous strategy, the Strategy 2021 to 2024 continues to emphasise the digital transformation for the benefit of research and teaching as its key component. Simultaneously, it takes greater account of the aspect of transfer to the public by aiming to better exploit the great potential of the Collections and Archives for dialogue with society, thereby shaping ETH Zurich’s reputation. In the new strategy period, the appropriateness of the internal organisation and cooperation will be reconsidered, new forms of cooperation tested and solutions transparently communicated.

The strategy period corresponds to the overarching strategic planning periods of ETH Zurich, the ETH Board and the Confederation (Dispatch on the Promotion of Education, Research and Innovation – ERI). The Strategy 2021 to 2024 will be implemented in the daily work of the Collections and Archives as well as in specific projects.

1.2

National context and statutory basis

The operation of the Collections and Archives is one of the national mandates of ETH Zurich.¹ Many of ETH Zurich’s collections and archives are listed in the Swiss Inventory of Cultural Property of National and Regional Significance.²

The ETH Zurich University Archives also fulfil a legal mandate. The organisational units of ETH Zurich and the ETH Board are subject to an obligation to offer their services in accordance with the Federal Archiving Act (ArchA, SR 152.1).³

¹ ETH Zurich. Strategy and Development Plan 2017–2020. Zurich 2016, pp. 41 f. www.ethz.ch/content/dam/ethz/common/docs/publications/strategy/ETHZuerich_Strategie_2017-2020.pdf, retrieved: 29.11.2019. [Only available in German]

² <https://www.babs.admin.ch/de/aufgabenbabs/kgs/inventar.html> [Only available in German]

³ Federal Act of 26 June 1998 on Archiving (ArchA; Bundesgesetz vom 26. Juni 1998 über die Archivierung – BGA).



- 1 Aircraft model from the former Institute of Aerodynamics of ETH Zurich.
- 2 Bust of Albert Einstein (1957), Hermann Hubacher.
- 3 The dome of the ETH main building under construction (ca. 1918).

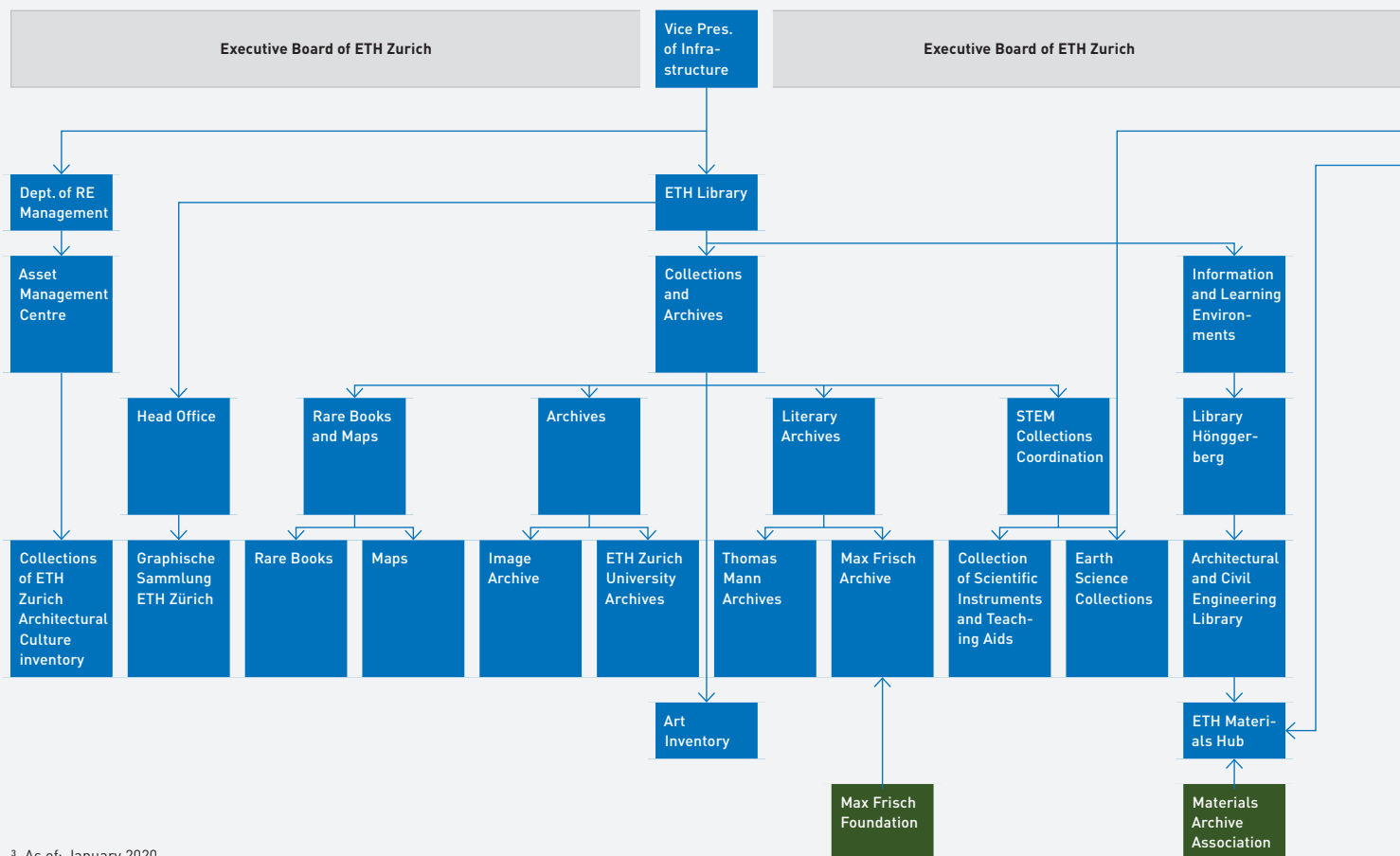
1.3

The Collections and Archives of ETH Zurich at a glance

The following 23 Collections and Archives are located at ETH Zurich:

1. Rare Books (ETH Library)
2. Archives of Contemporary History (D-GESS)
3. Image Archive (ETH Library)
4. Chemical and Pharmacognostic Collection (D-CHAB)
5. Entomological Collection (D-USYS)
6. Earth Science Collections (D-ERDW and ETH Library)
7. ETH Materials Hub (D-ARCH and ETH Library)
8. *focusTerra* (D-ERDW)
9. Forestry Collection (D-USYS)
10. Graphische Sammlung ETH Zürich (ETH Library)
11. gta Archives (D-ARCH)
12. Collection: "Anatomy of Domestic Animals" (D-USYS)
13. ETH Zurich University Archives (ETH Library)
14. Collections of ETH Zurich Architectural Culture inventory (Department of Real Estate Management)
15. Maps (ETH Library)
16. ETH Zurich's Art Inventory (ETH Library)
17. Max Frisch Archive (ETH Library)
18. Collection of Scientific Instruments and Teaching Aids (ETH Library)
19. Thomas Mann Archives (ETH Library)
20. United Herbaria of the University of Zurich and ETH Zurich (Botanical Herbarium, Mycological Herbarium) (D-USYS)
21. Xylotheque (D-BAUG)
22. Zoological Collection (D-BIOL)

Corporate governance of the Collections and Archives³

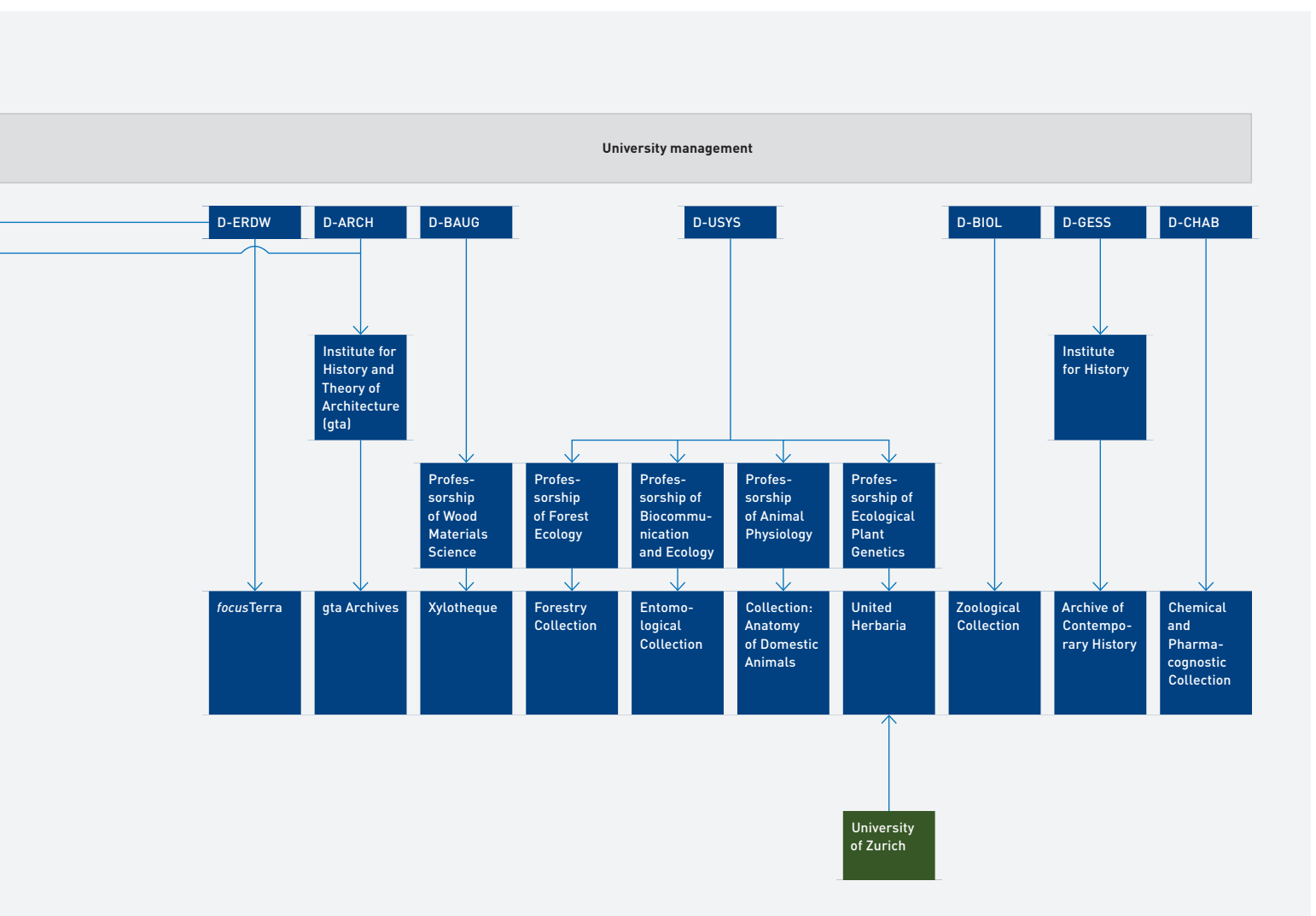


The Collections and Archives of ETH Zurich feature a high degree of diversity both organisationally and in terms of subject matter. Their spectrum ranges from the humanities and cultural sciences to natural sciences and engineering. They vary considerably in size and are governed in different ways within ETH Zurich. Therefore, they differ greatly in terms of their focus on research, teaching and/or dialogue with the public.

The website www.ethz.ch/collections-archives is the key starting point for accessing the services offered by the Collections and Archives, including online databases and specific presentation platforms for digitised material. The Search Portal of ETH Library (<https://search.library.ethz.ch>) allows users to conduct a metasearch across the contents of a continuously growing number of collections, archives and libraries at ETH Zurich.

www.ethz.ch/collections-archives →

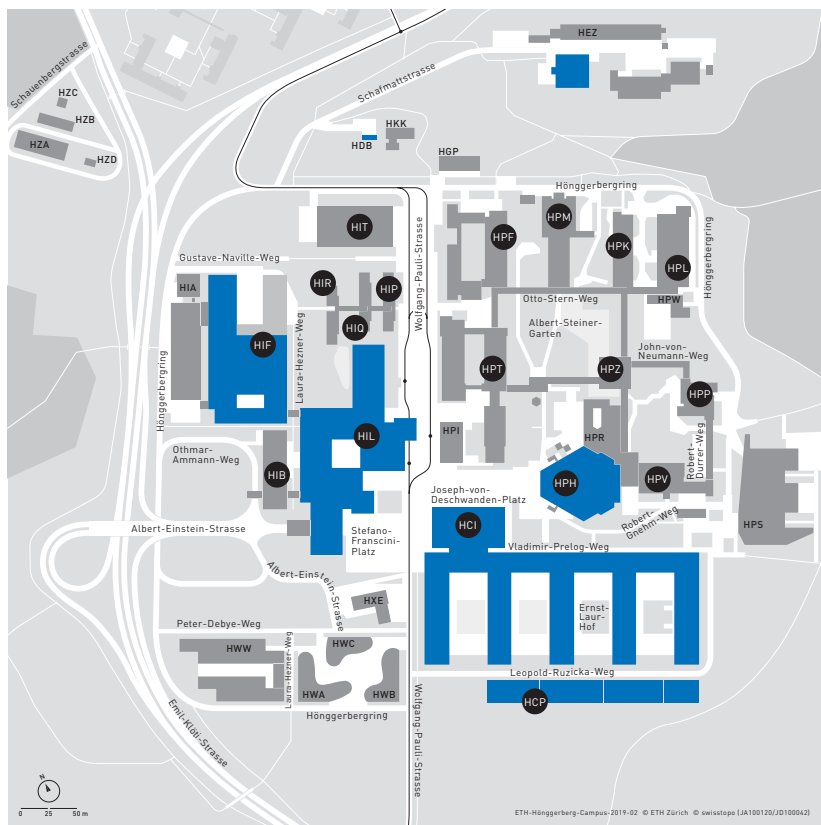
[www.search.library.ethz.ch](https://search.library.ethz.ch) →



Locations of Collections and Archives⁴



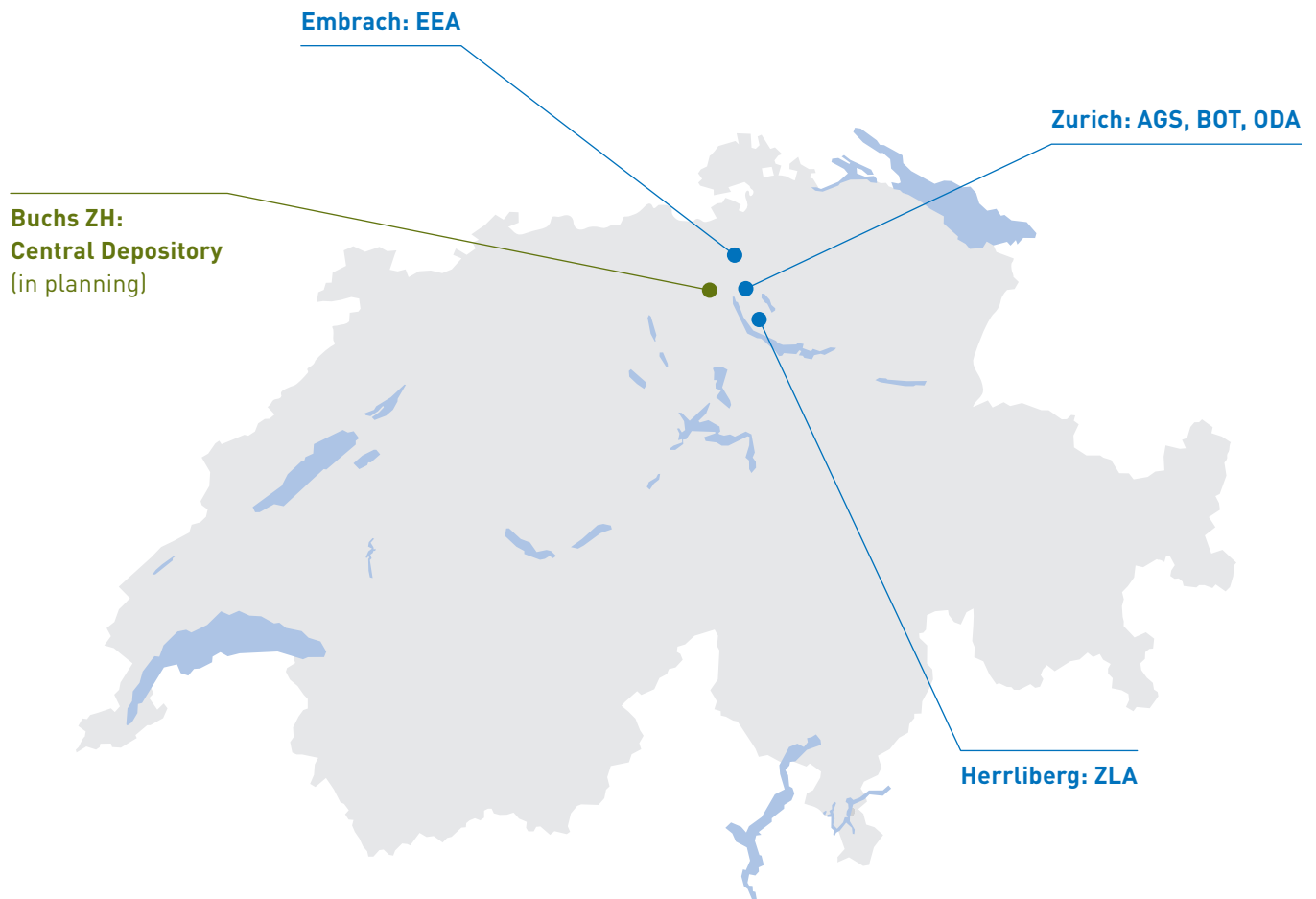
Zurich main location
Zentrum campus



Zurich main location
Hönggerberg campus

⁴ As of: January 2020

Additional locations



The Collections and Archives in figures⁵



10 million

Objects in the collections⁶



83

FTE



15,150

Storage and office
space (m²)



9,250

Running metres of
archival content⁶



2.6 million

Material costs (CHF)⁷

⁵ Data as of 31.12.2019.

⁶ No information is available from the gta Archives.

⁷ Material expenses according to the 2019 budget.

1.4

Mission of scientific collections and archives in the international context

The Collections and Archives of ETH Zurich are part of the international community of archives, museums and scientific collections. Accordingly, their mission is to:

- **Collect** (assess, evaluate, acquire)
- **Index** (organise, catalogue, document, research)
- **Preserve** (deliver, preserve, restore)
- **Guarantee access to our heritage** (make available)
- **Communicate** (exhibit, network)

In the fulfilment of their mission, the Collections and Archives comply with the relevant national and international standards, codes of ethics and best practices – in addition to the statutory regulations and the strategic guidelines of ETH Zurich – and the strategic objectives of the relevant specialist organisations. In particular, these are:

- The International Council on Archives (ICA)
- The Association of Swiss Archivists (VSA)
- The International Council of Museums (ICOM)
- The International Council of Museums Committee for University Museums and Collections (UMAC)
- Swiss Museums Association (VMS)
- ICOM Switzerland

In the German-speaking world, the focus on the function of university collections and archives has been on research infrastructures due to the recommendations of the German Council of Science and Humanities published in 2011⁸ and the establishment of the Coordination Centre for Scientific University Collections in Germany. The Anglo-Saxon world follows the concept of university heritage⁹ or academic heritage propagated by the Council of Europe. The latter means that the cultural heritage of the university is consciously cultivated and actively used in dialogue with the public. The individual Collections and Archives of ETH Zurich closely follow both developments and position themselves according to their respective profiles and strengths.

⁸ German Council of Science and Humanities (ed.): Recommendations on scientific collections as research infrastructures. Berlin 2011 (Drs. 10464–11). https://wissenschaftliche-sammlungen.de/files/3613/7112/8178/WR_Empfehlungen_en.pdf

⁹ Recommendation Rec(2005)13 of the Committee of Ministers to member states on the governance and management of university heritage [Adopted by the Committee of Ministers on 7 December 2005]. https://search.coe.int/cm/pages/result_details.aspx?objectid=09000016805d9276

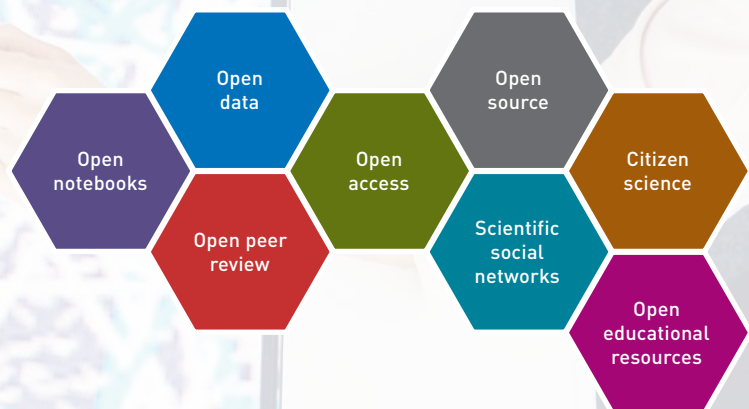




2. Vision

The collections and archives of ETH Zurich index, cross-link, preserve, communicate and explore objects, works and documents of scientific and cultural significance. In the spirit of open science, they provide free access to them as a basis and reference for discourses in research, teaching and the public on the social challenges of the present and the future.

What is open science?



Source: FOSTER: What is open science? Introduction, www.fosteropenscience.eu/node/1420, retrieved 11.02.2020.

3. Mission

3.1

The self-conception of the Collections and Archives of ETH Zurich

Identity

The Collections and Archives of ETH Zurich index, cross-link, preserve, communicate and explore objects, works and documents from nature, technology and culture and make them available for research and teaching and for the interested public. In their distinctiveness and diversity, the Collections and Archives contribute to the identity of ETH Zurich as a technical institution of higher education that is shaping the future. With their original and unique items, the contents of the Collections and Archives bear witness to the history and development of ETH Zurich and Switzerland as a centre of knowledge and research in the global context.

Best practices

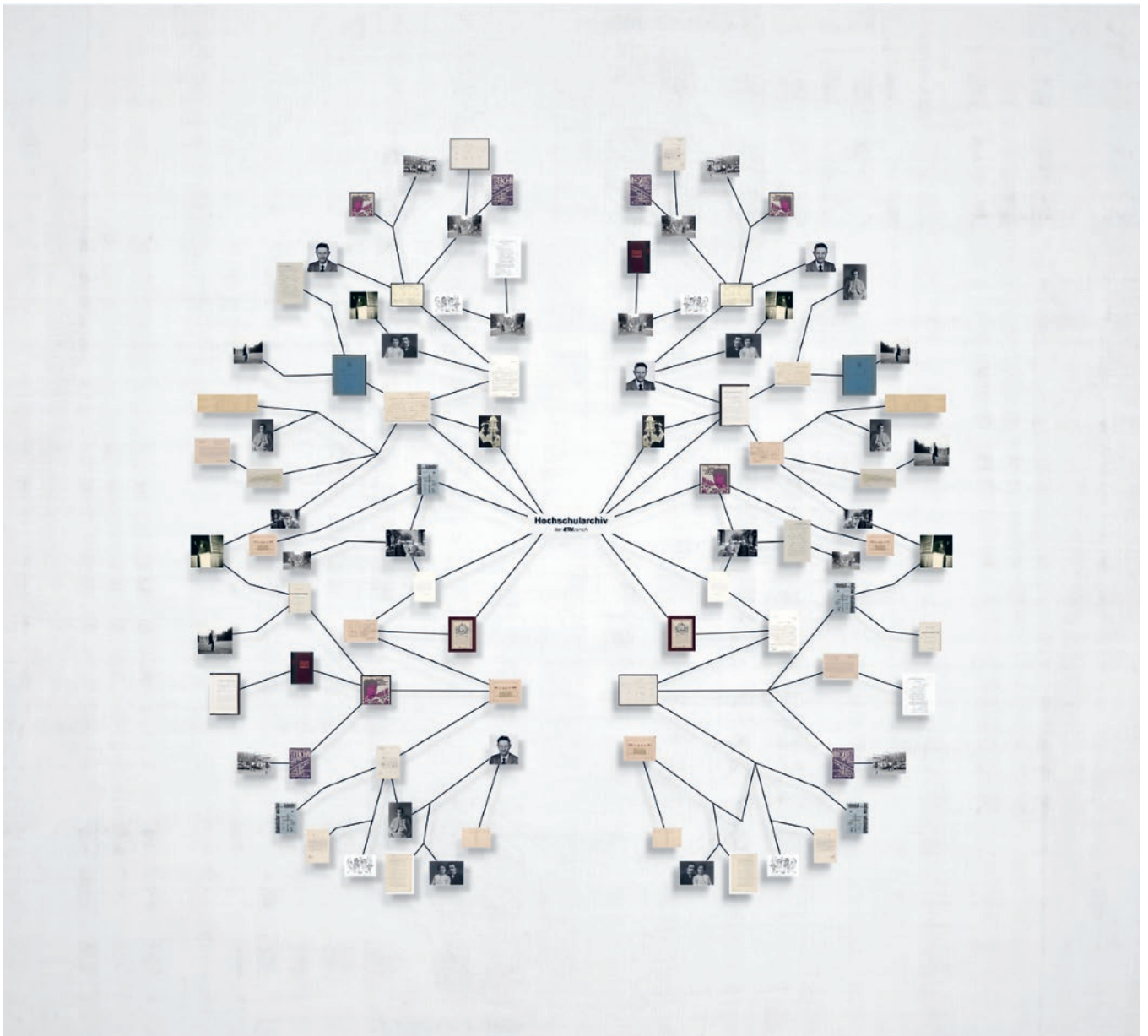
The working ethics of the Collections and Archives follow international standards and the quality standards of good scientific practice. This also applies to their own research and the protection of cultural property to ensure the sustainable preservation of ETH Zurich's cultural heritage. As research infrastructures, the Collections and Archives guarantee the authenticity of the original items and document the context in which they came into being. In this way, they help to ensure that scientific and social discussions about the challenges of the present and their historical genesis can be conducted, checked and critically reflected on using objects, works, documents and research data created in the analogue age.

Research, teaching, dialogue with the public

With this self-understanding, the Collections and Archives make a significant contribution to research, teaching and dialogue between ETH Zurich and the public. Their contents enable a broad range of sciences to supplement theoretical learning through experiences with physical objects. As active partners, the Collections and Archives foster scientific research and discourse on a disciplinary and interdisciplinary basis both inside and outside ETH Zurich. They maintain national and international networks with institutions and researchers and integrate the knowledge of citizen scientists. Existing knowledge is thus continually updated and placed in new contexts in order to enable reflection on existing knowledge as well as knowledge that has been newly created in the research process.

Open science

The digital transformation of the Collections and Archives improves free access worldwide to ETH Zurich's digitised resources, content and descriptive metadata.



The ETH Zurich University Archives are the memory of ETH Zurich.



- 1 Researchers in dialogue.
- 2 Max Frisch's notebooks.
- 3 *focusTerra*.

3.2

Prospect until 2024

Digital transformation

Until 2024, the Collections and Archives of ETH Zurich will continue to drive the digital transformation of their core tasks and activities forward. They will test new forms of indexing and visualisation for analogue, digitised and genuinely digital contents. They will enrich their metadata and make it available as linked and open data in order to improve access to knowledge. By expanding their service portfolio, the Collections and Archives create added value for research, teaching and the public. They upgrade their digital platforms to include functions that not only enable accessibility and networking of knowledge but also integrate dialogue, interaction and collaboration into research processes.

Professional networking

In order to increase visibility and awareness, research community networking and the cooperation of the Collections and Archives among themselves and with the departments, professorships and external partners will be strengthened. The international networks will be expanded and new opportunities for partnerships in research and teaching will be utilised.

Exchange with the public

Aside from their core tasks, the Collections and Archives strengthen ETH Zurich's dialogue with the public. They raise awareness of the relevance of science in society by introducing new event formats and activities. Activities for the general public focus on new target groups. New offers for schoolchildren promote their positive and active experiences with science and research and ETH Zurich as an attractive place for their own studies. The innovative presentation of the Collections and Archives in the physical space forms the ideal environment for events with donors, events of the Executive Board of ETH Zurich and other internal and external target groups of ETH.

Effective use of resources

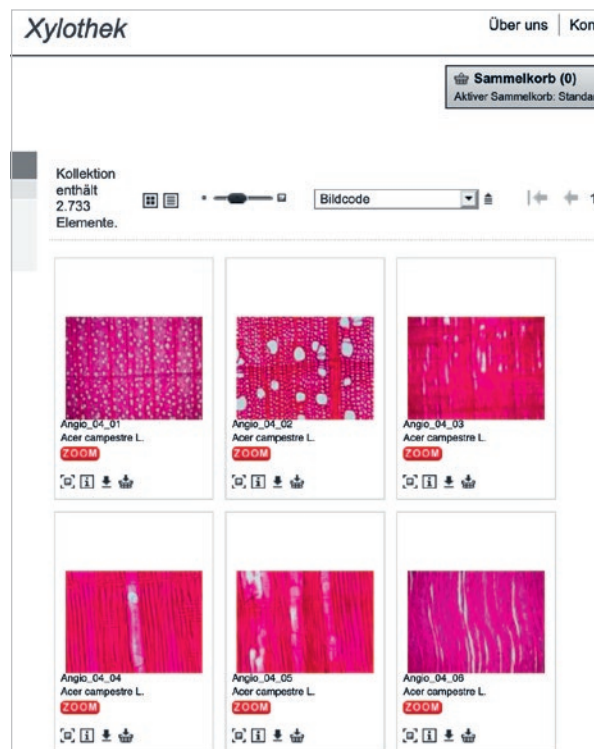
To implement these objectives, ETH Zurich provides the necessary human and financial resources and ensures that the work of the Collections and Archives continues on an excellent level through further development and education of its highly qualified staff.

4. Strategic principles

With the following seven strategic principles, the Executive Board of ETH Zurich defines the long-term objectives for the Collections and Archives. The strategic principles are derived from the vision and mission statement and focus on their implementation.

Research

The Collections and Archives provide access to objects, works and documents from nature, culture and engineering. They support international research with innovative services and actively introduce their contents to academic discourse through their own research.



Xylotheque E-Pics: Publication of the anatomical features of wood for research.

Teaching

To support university teaching, the Collections and Archives make objects, works and documents available both physically and in digital formats. They enhance academic studies and further education through illustrative material and practice-oriented teaching. As such, they enable students to engage in critical thinking and raise their awareness of the consequences of their future actions as experts on society.



Collection: Anatomy of Domestic Animals.

Dialogue with the public

The Collections and Archives allow interested people of all ages to experience ETH Zurich as an open organisation that is devoted to serving the public. They create the space and opportunity for exchange with the general public, cooperation partners, donors, schools and citizen scientists.



focusTerra provides the public with insight into the earth sciences.

Development of the collections

By following international standards in indexing and cataloguing, the Collections and Archives ensure the integrity and authenticity of their documents, objects and works and promote reuse of their contents for research, teaching and dialogue with the public in the future. Collections and Archives that make acquisitions base the expansion of the collection on a concept that ensures the long-term preservation of the quality and value of the collection or archive as an ensemble.



Vascular plant specimens from the United Herbaria of the University of Zurich and ETH Zurich.

Protection of cultural property

As part of its national tasks, ETH Zurich safeguards the cultural property entrusted to it for future generations. It thus fulfils Switzerland's international obligations to protect cultural property in accordance with the Hague Agreement and the national requirements of the Federal Act on the Protection of Cultural Property during Armed Conflicts, Disasters and Emergency (CPPA)¹⁰.



View of the main hall of ETH Zurich during alterations by Gustav Gull (1915).

¹⁰ Federal Act of 20 June 2014 on the Protection of Cultural Property during Armed Conflicts, Disasters and Emergency (CPPA; Bundesgesetz vom 20. Juni 2014 über den Schutz der Kulturgüter bei bewaffneten Konflikten, bei Katastrophen und in Nottagen – KGSG).

Digital transformation

ETH Zurich seizes the opportunities of the digital age within its Collections and Archives. The implementation of open science as well as disciplinary best practices and information management standards guarantee high international visibility of ETH Zurich's Collections and Archives in research and teaching and among the public.



Digitization at the Entomological Collection.

Organisation and cooperation

The organisation of the Collections and Archives is transparent and appropriate. Lean processes, proper division of labour and the definition of standards for the Collections and Archives are guaranteed. This promotes cooperation between the Collections and Archives and ensures the economic use of funds.



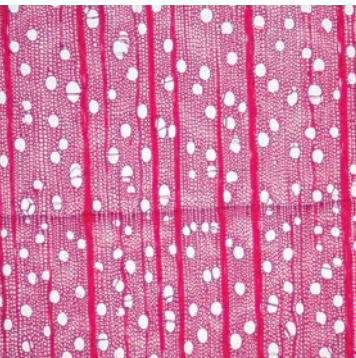
Finding solutions together and working out the context.

On the following pages, ETH Zurich defines fields of action and steps to take to further develop the Collections and Archives in the strategy period of 2021 to 2024. Not all of the 78 measures to be taken apply in equal measure to all Collections and Archives.

4.1

Research

The Collections and Archives provide access to relevant objects, works and documents from nature, culture and engineering. They support international research with innovative services and actively introduce their contents to academic discourse through their own research.



Areas of action	Measures
Research support	<ul style="list-style-type: none">- The Collections and Archives prepare materials as the basis for research (e.g. edition of primary sources).- The Collections and Archives update their services and support to the current needs of research on an ongoing basis.
Access	<ul style="list-style-type: none">- The objects, works and documents are made available for research with high-quality metadata. Access is given on site and digitally with the lowest possible hurdles (open science).- The cooperative use of existing reading room infrastructures is examined and expanded if possible.- The creation of a common virtual usage space for digital objects which cannot be published on the Internet for legal reasons is examined.
Presence in the scientific community	<ul style="list-style-type: none">- The Collections and Archives are active members of their respective specialist communities with publications and lectures. They are also well represented at congresses and in professional associations and networks. For this purpose, an appropriate proportion of working time is reserved for research in the job descriptions.- The Collections and Archives are active partners in internal and external research projects.



4.2

Teaching

To support university teaching, the Collections and Archives make objects, works and documents available both physically and in digital formats. They enhance academic studies and further education through illustrative material and practice-oriented teaching. As such, they enable students to engage in critical thinking and raise their awareness of the consequences of their future actions as experts on society.



Areas of action	Measures
Cooperation with the departments and professorships	<ul style="list-style-type: none"> – Each collection and archive cooperates in teaching with a partner department and specific professorships in order to optimally use the potential of its contents for teaching. The form of cooperation is adapted to the specific circumstances and is recorded in writing. – Teaching through staff of the Collections and Archives is encouraged. A reasonable proportion of working time is reserved for this in the job descriptions.
New teaching formats	<ul style="list-style-type: none"> – The Collections and Archives contribute to teaching and further education programs at ETH Zurich with their respective contents, strengths and methodological skills. They enter into cooperation with the internal departments for didactic or technological competence and with other external partners. They test new innovative teaching formats and foster knowledge exchange on this topic. – The Collections and Archives also make their services known to students of relevant specialisations at other universities and colleges.
ETH culture and critical thinking	<ul style="list-style-type: none"> – The Collections and Archives show in teaching, with their objects, works and documents, the temporal, spatial and cultural ties of scientific knowledge, thus contributing to critical reflection and taking up the goals of ETH cultural development within the rETHink project.



4.3

Dialogue with the public

The Collections and Archives allow interested people of all ages to experience ETH Zurich as an open organisation that is devoted to serving the public. They create the space and opportunity for exchange with the general public, cooperation partners, donors, schools and citizen scientists.



Areas of action	Measures
Cooperation	<ul style="list-style-type: none"> – The range of events and activities with cooperation partners inside and outside ETH Zurich is expanded in a targeted manner in order to open up new contact groups to ETH Zurich and to bind existing contact groups more closely to them. – The Collections and Archives maintain a regular exchange of experiences and jointly reflect the conditions for success for cooperation with third parties.
Focus on exhibition activity	<ul style="list-style-type: none"> – Under the leadership of ETH Library, the Collections and Archives develop a comprehensive concept for central exhibition areas, in particular the future temporary exhibition area in the main building. – The Collections and Archives increasingly use the possibility of exhibitions in third-party premises. – The Collections and Archives increasingly use the opportunities of temporary interventions and small mobile exhibitions at different locations within ETH Zurich. – In cooperation with suitable partners, the Collections and Archives test technologically innovative presentation formats (e. g. using virtual and augmented reality).
Allocating donations	<ul style="list-style-type: none"> – Together with the ETH Zurich Foundation, the Collections and Archives develop a concept for cooperation to allocate donations (single point of contact, program elements, process clarifications).
Addressing schools in a coordinated manner	<ul style="list-style-type: none"> – The Collections and Archives, together with the relevant internal bodies such as EducETH, develop a concept for systematic contact with schools.
Expanding citizen science	<ul style="list-style-type: none"> – [Digital] indexing via crowdsourcing is expanded to additional collections and archives. – Cooperation with the Citizen Science Center of the University of Zurich and ETH Zurich is intensified.

4.4

Development of the collections

By following international standards in indexing and cataloguing, the Collections and Archives ensure the integrity and authenticity of their documents, objects and works and promote reuse of their contents for research, teaching and dialogue with the public in the future. Collections and archives that make acquisitions base the expansion of the collection on a concept that ensures the long-term preservation of the quality and value of the collection or archive as an ensemble.



Areas of action

Conscious expansion of the collections

Measures

- Expansion by acquisition of a collection or an archive is based on a written collection profile, which ensures the long-term preservation of the quality and value of the ensemble for research, teaching and dialogue with the public.
- The individual collections and archives discuss and agree with the Vice President for Infrastructure and the relevant department on how to equip them with rooms, IT, staff and resources. The basis for their decision is the strategic intentions laid down in the collection profile and the planned acquisitions, which is recorded in a five-year plan. This plan is checked periodically.

Integrity and authenticity

- The Collections and Archives guarantee the integrity and authenticity of documents, objects and works in their possession by professionally evaluating, organising, describing, physically storing and/or digitally archiving them in accordance with international standards and best practice.
- The access to high-quality metadata according to international standards forms the basis for the efficient access and cross-linking of objects, works and documents.
- Existing information on provenance will be made transparent, provided that this is not in conflict with any statutory or agreed protection periods or any copyrights, personal rights or other rights of third parties.



ETH Materials Hub.

4.5

Protection of cultural property

As part of its national tasks, ETH Zurich safeguards the cultural property entrusted to it for future generations. It thus fulfils Switzerland’s international obligations to protect cultural property in accordance with the Hague Agreement and the national requirements of the CPPA.



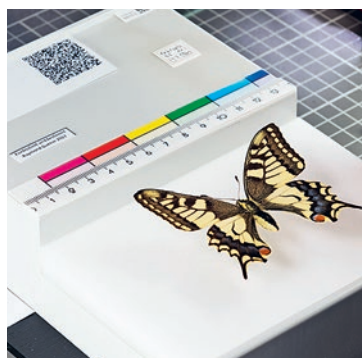
Areas of action	Measures
Preventive protection of cultural property	<ul style="list-style-type: none">- The range of tasks of the representative for the protection of cultural property are clarified. As part of projects with the individual collections and archives, they create location-based risk analyses and ensure that risk-minimisation measures are implemented (preventive protection of cultural property) and included in ETH-wide emergency planning for cultural property protection.- It is ensured that the representative for cultural property protection has the information, powers and resources necessary for the performance of their task. The principle of congruence of task, competence and responsibility is thus realised.- In the case of construction projects carried out by organisational units of ETH Zurich that own cultural property, the representative for cultural property protection is regularly included in the project organisation of the real estate department.
Emergency planning for cultural property	<ul style="list-style-type: none">- The representative for cultural property protection sets up an emergency team.- The representative for cultural property protection ensures that the alarm centre has the necessary information in the event of an emergency. The processes of cooperation with the Safety, Security, Health and Environment (SSHE) department are defined and optimised, with the aim of ensuring the protection of cultural property.- ETH Zurich participates in the planned Cultural Property Protection (Kulturguterschutz – KGS) Emergency Group Zurich.
Training in handling cultural property	<ul style="list-style-type: none">- The representative for cultural property protection ensures that the staff of the Collections and Archives and those of the departments involved at ETH Zurich receive regular training in the area of preventive measures for the protection of cultural property.
Priority of use	<ul style="list-style-type: none">- The availability of documents, objects and works for research, teaching and dialogue with the public in accordance with international standards has top priority.- In the case of conservative restrictions on use, a solution that is as customer-friendly as possible is sought.



4.6

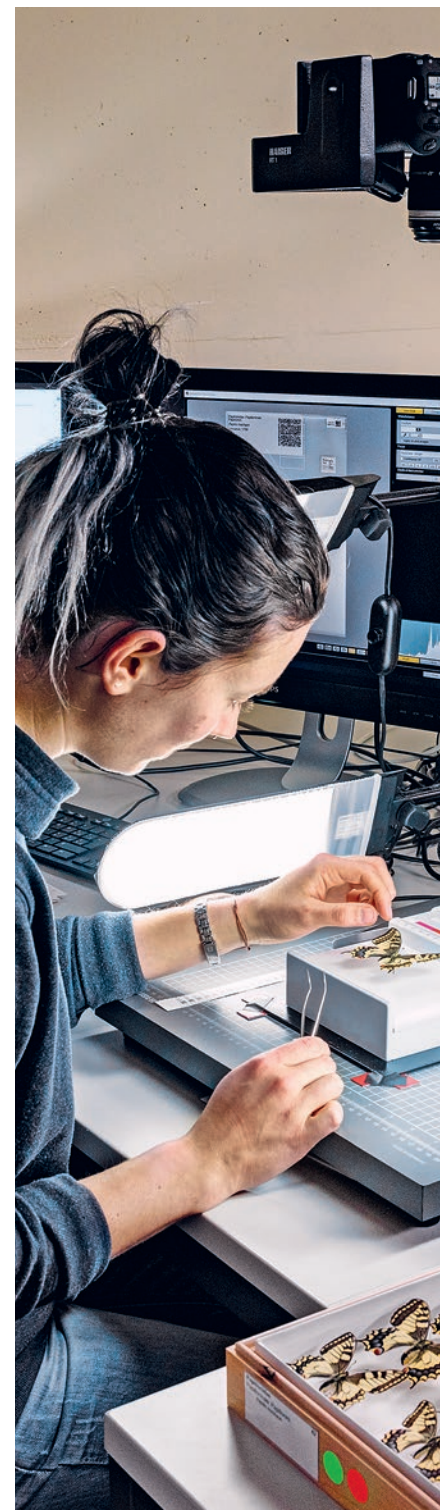
Digital transformation

ETH Zurich seizes the opportunities of the digital age within its Collections and Archives. The implementation of open science as well as disciplinary best practices and information management standards guarantee high international visibility of ETH Zurich's Collections and Archives in research and teaching and among the public.



Areas of action	Measures
Open science	<ul style="list-style-type: none"> – Digitised and genuinely digital objects from the Collections and Archives are made available as open data, provided that there are no legal regulations or rights of third parties prohibiting it. In any case, the licence and terms of use are made transparent. – Metadata is made available as open data. – A status analysis of the openness of the data (contents and metadata) of the Collections and Archives is carried out and a plan of measures derived from it with the aim of further opening data.
Interoperability through standardisation	<ul style="list-style-type: none"> – Following information management and subject-specific standards, high-quality metadata is made accessible via standard interfaces. – A persistent identifier is assigned to the digital objects. – Subject-specific and authority data, controlled vocabularies and knowledge organisation systems are used for indexing. – The Collections and Archives participate in the further development of subject-specific and information management standards through active participation in corresponding committees. For this purpose, an appropriate proportion of working time is reserved in the job descriptions. – The creation of a central editorial office for collection and archive-authority files, controlled vocabularies and knowledge organisation systems is examined. – The creation of a specialist office to advise and support the Collections and Archives in the modelling and normalisation of data and in semantic linkage is examined.
Visibility through data exchange	<ul style="list-style-type: none"> – The metadata of the Collections and Archives can be researched in the Search Portal of the ETH Library or, starting in 2021, in the Discovery System of the Swiss Library Service Platform (SLSP). – Metadata is made available using open interfaces and specifically by export to relevant specialist portals and data aggregators.

Areas of action	Measures
Digitisation	<ul style="list-style-type: none"> – Each collection or archive draws up a phased plan for digitization and indexing and implements it continuously. – Materials that are relevant for research and teaching or the institutional history of ETH Zurich and that are free of copyright are prioritised in digitization. – ETH Library's DigiCenter, the competence centre at ETH Zurich for digitization, offers its services to all collections and archives. It has the tools and resources to deal with two- and three-dimensional object types and materials. – New imaging techniques (e.g. multispectral RTI, 3D, CT) will be tested, developed and put into operation in cooperation with partners. – The existing cooperative collection and archive management systems and presentation platforms (e.g. e-rara, e-manuscripta, EIDOS, E-Pics) are expanded and adapted to the requirements of digital research environments. – Future collection and archive management systems will meet the requirements of digital research and teaching environments.
Digital curation and digital long-term preservation	<ul style="list-style-type: none"> – The Research Data Management and Digital Curation Office of ETH Library, the competence centre at ETH Zurich for research data management, digital curation and digital long-term preservation, develops data management plans and plans for the transfer of data to long-term preservation with all collections and archives.
Digital transformation of the collection and archive management	<ul style="list-style-type: none"> – The analogue processes of collection and archive management is replaced by digital ones wherever possible and reasonable.
Expertise in digital methods	<ul style="list-style-type: none"> – The employees of the Collections and Archives are offered advanced training in digital methodological skills. – The creation of an office for research, development and expansion of digital research methods for collection and archival content is considered.





4.7

Organisation and cooperation

The organisation of the Collections and Archives is transparent and appropriate. Lean processes, proper division of labour and the definition of standards for the Collections and Archives are guaranteed. This promotes cooperation between the collections and archives and ensures the economic use of funds.

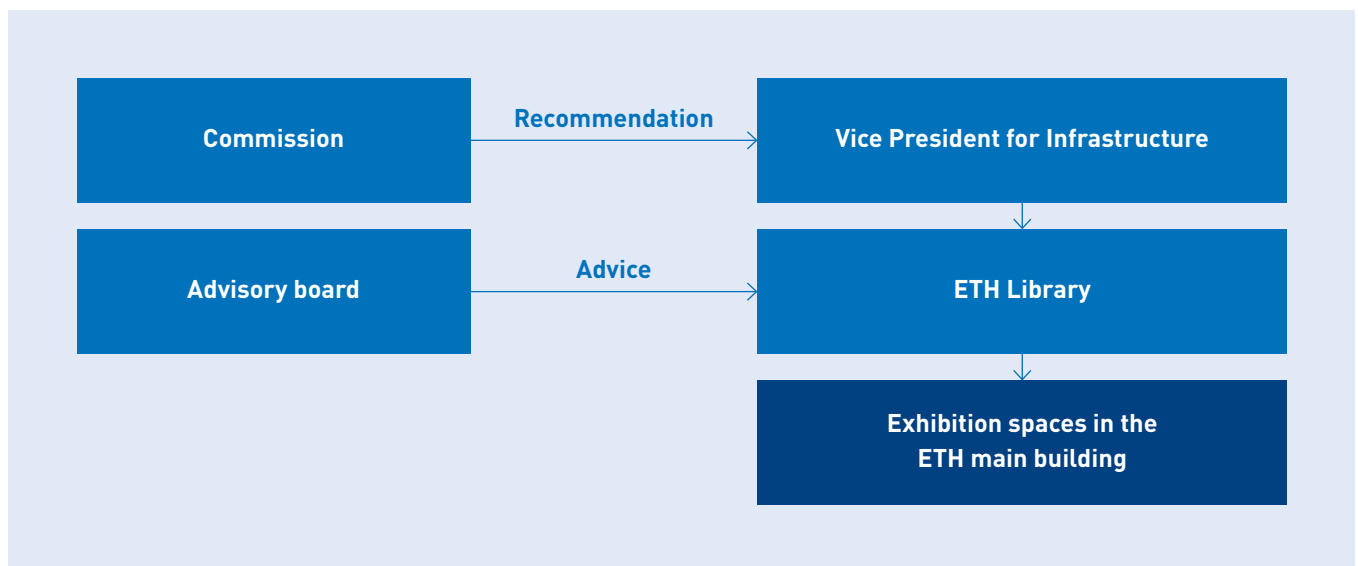


Areas of action	Measures
Systematic development	<ul style="list-style-type: none"> – The Executive Board of ETH Zurich issues a university collection and archive policy which defines the status of collections and archives, establishes minimum standards and clarifies the rights and obligations of the various roles and bodies. – Each individual collection and archive has its own collection management policy, a written mission statement and a collection profile which meets the minimum requirements of the collection and archive policy for the entire university. – The Collections and Archives Commission is dissolved. The composition, powers and designation of a new commission is defined in the university collection and archive policy. This commission is chaired by the Vice President for Infrastructure. The commission consists of members of the ETH Zurich community. It formulates recommendations for the systematic further development of the Collections and Archives. – An advisory board of external experts will advise ETH Library on strategic planning for the exhibition areas in the ETH main building, support the exchange of ideas and foster networking of the Collections and Archives with the outside world.
Networking of the Collections and Archives among themselves, with the departments and with the central bodies	<ul style="list-style-type: none"> – The Collections and Archives identify and leverage synergies in their quarterly meetings. – Additional formats for exchange and documentation of best practices (wikis, newsletters) are considered. – The joint website www.ethz.ch/en/campus/getting-to-know/learning-and-working/collections-and-archives.html is maintained more actively and positioned more prominently. – The regular presence of the Collections and Archives in existing organisational meetings of the departments and the central bodies is considered.
Management of relationships with cooperative partners and customers	<ul style="list-style-type: none"> – A common database for existing contacts is established and cooperatively maintained. – A single point of contact is established to facilitate initiation and maintenance of cooperative relationships.

Areas of action	Measures
Monitoring of input and output	<ul style="list-style-type: none"> – With the aim of efficient and effective use of resources, a key indicator system is implemented which provides useful figures for the management of the Collections and Archives (examples of input would include FTEs, human resources, operating resources, space, devices). – The assessment of the effectiveness of measures and output is determined on the basis of a catalogue of qualitative and quantitative criteria to be established in advance (definition of success criteria and repetition of the survey). – In addition to the achievements of ETH Zurich and its faculty, staff and students, when assessing the effectiveness of measures, research work and lectures by third parties based on documents, works or objects from ETH Zurich Collections and Archives, external loans and media coverage are taken into account. – The Vice President for Infrastructure designates the office responsible for data collection and makes decisions about data publication. – The Executive Board of ETH Zurich ensures that adequate resources (input) are provided to fulfil the defined services of the Collections and Archives (desired output).
Staff development	<ul style="list-style-type: none"> – Further education of the highly qualified staff ensures that the work of the Collections and Archives continues on a very high level. In addition to topics relevant to specialists and research support, the focus of training is on expertise in digital methods, protection of cultural property and dialogue with the public. – In consultation with the Department of Human Resources, a specific concept for development of the collection and archive staff is drawn up and implemented.
Taking advantage of operational synergies	<ul style="list-style-type: none"> – A suitable organisational form and assignment is found for each individual collection or archive at ETH Zurich, which promotes effective and efficient task performance and ensures functioning interfaces. – The aim is to develop three to four exemplary organisational models so that the individual collections and archives can be allocated to one of them. – Continuous checks are carried out as to which services are best provided by each collection/archive and where higher operational efficiency can be achieved through internal ETH cooperation, task sharing or task delegation (e.g. in the area of the Vice President for Infrastructure). – The portfolio of services offered centrally for the benefit of the Collections and Archives is continuously updated and actively announced.



Commission and advisory board in the future organisational chart



5. Implementation: priority measures

A field of action and new individual measures are prioritised within each strategic principle. The implementation in project form will begin before 1 January 2021.

Strategic principles

Research

Area of action	Measure
Access	The objects, works and documents are made available for research with high-quality metadata. Access is given on site and digitally with the lowest possible hurdles (open science).

Teaching

Area of action	Measure
Cooperation with the departments and professorships	Each collection and archive cooperates in teaching with a partner department and specific professorships in order to optimally use the potential of its contents for teaching. The form of cooperation is adapted to the specific circumstances and is recorded in writing. Teaching through staff of the Collections and Archives is encouraged.



Strategic principles

Dialogue with the public

Area of action	Measure
Cooperation	The range of events, exhibitions and other activities involving cooperation partners inside and outside ETH will be expanded. The opportunities offered by the future common exhibition spaces in the ETH main building will be used, presence on the premises of third parties will be increased, and temporary exhibits will be tested.

Development of the collections

Area of action	Measure
Conscious expansion of the collections	Each collection or archive will define for itself a written collection profile as the basis for the development of its contents, thus ensuring long-term preservation of the quality and value of the ensemble for research, teaching and dialogue with the public.

Strategic principles

Protection of cultural property

Area of action	Measure
Preventive protection of cultural property	<p>The person responsible for the protection of cultural assets will be charged with the management of a risk analysis project for all existing premises of the ETH Zurich Collections and Archives. This will form the basis for risk minimisation measures and periodic repetitions of the risk analysis.</p> <p>Risk minimisation measures to be taken in cooperation with the individual collections and archives and, on a case-by-case basis, the Real Estate Management, Facility Management and SSHE departments, include:</p> <ul style="list-style-type: none"> – Emergency and emergency files for all locations according to ETH-wide agreed standards – Procurement of a basic inventory of salvage and packaging material for use in an emergency – Structural adjustments to storage rooms or relocation of cultural property to more suitable premises – Definition of evacuation areas for cultural property to be rescued in an emergency

Digital transformation

Area of action	Measure
Visibility through data exchange	<p>The metadata of the Collections and Archives will be searchable in ETH Library's Search Portal and, starting in 2021, in the Discovery System of the SLSP. Metadata will be made available using open interfaces and specifically by export to relevant specialist and data aggregators.</p>

Organisation and cooperation

Area of action	Measure
Systematic development	<p>A project will be commissioned with the aim of developing a university collection and archive policy for ETH Zurich. As a framework, this will define the status of Collections and Archives, set minimum standards, make roles transparent and clarify the rights and obligations of the various roles and bodies. The Vice President for Infrastructure will decide on the project committees and their composition. Irrespective of this, the advisory board, consisting of external experts according to section 4.7, will be set up at the earliest time possible.</p>



Contact

ETH Zurich
ETH Library
Collections and Archives
Rämistrasse 101
8092 Zurich

www.ethz.ch/collections-archives