

ACTION PLAN FOR DEVELOPING A DIGITAL PRESERVATION PROGRAM

A digital preservation program is dependent on the three-legged stool – the organizational infrastructure, the technological infrastructure, and the resources framework.

- ∞P **Part 1** of the Action Plan focuses on the organizational infrastructure.
- 0101 **Part 2** looks at using OAIS as the framework for your technological infrastructure.
- \$\$\$\$ **Part 3** addresses the resources required to support startup, ongoing, and contingency expenses that undergird the organizational and technical infrastructures.

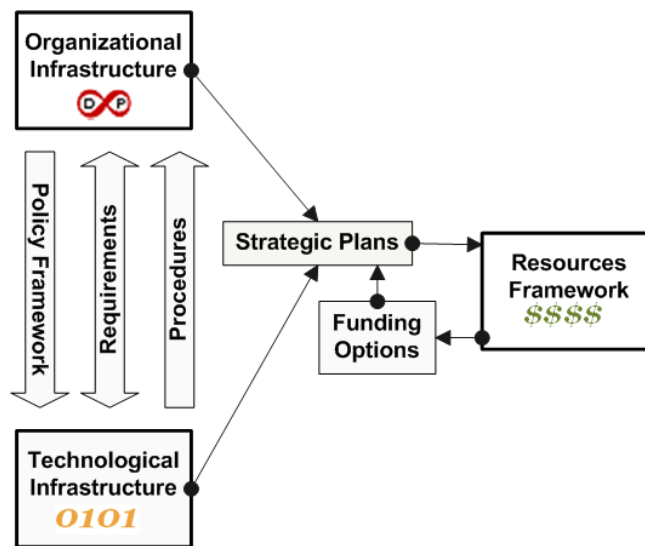


Figure: Interrelationships among the three “legs,” which inform the development of strategic plans.

Throughout this week, we will examine these components, providing exemplar references and action plan worksheets to help you assess your institution’s readiness to develop and maintain a digital preservation program.

Because digital preservation is so long term, it cannot rely on the efforts of individuals. It takes an organizational entity to provide the will and the way for ensuring access to digital heritage content beyond the lifespan of any one person.

This work is licensed under a [Creative Commons Attribution-NonCommercial-ShareAlike 3.0 Unported License](https://creativecommons.org/licenses/by-nc-sa/3.0/).



Part 1. Organizational Infrastructure: Frameworks, Policies, and Plans Worksheet

An organization's infrastructure is best embodied in its policies and procedures. These must be written, vetted and supported by the organization, promulgated, implemented, reviewed, and maintained. We present here three distinct levels of documentation covering the organizational infrastructure:

- A. Policy Framework
- B. Policies and Procedures
- C. Plans and Strategies

These three levels can be viewed in terms of their hierarchical relationships. At the highest level is the policy framework, which provides a comprehensive overview of what is included in a digital preservation program. It offers the general context, with appropriate hooks for the attendant policies, procedures, plans, and strategies that stem from it. The policy framework is the least changing of the levels, although it should be periodically reviewed for accuracy and updated to reflect major changes in policy and direction. The next level down represents policies and procedures, which tend to be more detailed, prescriptive, and narrow in scope or intent. They represent a functional approach to program development, addressing specific operations or processes, such as ingest or dissemination. The third level represents a temporal slice, and focuses on short-term implementation plans, strategies, actions, and attendant costs.

Action Plan, Part 1: Organizational Infrastructure Outline

A. Policy Framework: Common Elements

1. Purpose
2. Objectives
3. Mandate
4. Scope
5. Challenges/Incentives
6. Principles
7. Roles and Responsibilities
8. Cooperation/Collaboration
9. Selection and Acquisition Criteria
10. Access/Use Criteria
11. Definitions
12. References

B. Policies and Procedures: Common Components

1. Roles and Responsibilities (includes all stakeholders)
2. Digital Assets
 - a. Quality Creation and Benchmarking
 - b. Selection and Acquisition Policies
 - c. Transfer Requirements and Deposit Guidelines
 - d. Access and Use Policies
3. Digital Preservation Strategies
4. Technological Infrastructure
 - a. Digital Archive Operations
 - b. Platform Requirements/Procedures

C. Plans and Strategies: Common Practice

1. Implementing the Framework
2. Publicizing and Promulgating the Policy and Plan

Section A. Policy Framework

In reviewing various policies and plans, we identified a set of common elements that you should consider in developing your own policy framework. Not all elements need to be treated as separate sections, but most should be included in one form or another. If you decide to omit certain elements, make sure there are legitimate reasons for doing so. Note that many of the examples assembled here do not contain all these elements, but a number of them would have been strengthened by their presence.

References

- ② Writing Digital Preservation Policies: Guidance for Archives, by The National Archives (UK), 2011: <https://www.prestocentre.org/system/files/library/resource/digital-preservation-policies-guidance-draft-v4.2-1.pdf>
- ② DCC Curation Policy Report: A Report on the Range of Policies Required for and Related to Digital Curation, 2009: http://www.dcc.ac.uk/sites/default/files/documents/reports/DCC_Curation_Policies_Report.pdf
- ② Policy Making for Research Data in Repositories: A Guide, by Ann Green, Stuart Macdonald, and Robin Rice, 2009: <http://www.disc-uk.org/docs/guide.pdf>
- ② Concepts for Developing Digital Preservation Policies, Canadian Heritage Information Network, 2013: http://www.pro.rcip-chin.gc.ca/cours-courses/fondamentales_politique_preservation-developing_digital_preservation/index-eng.jsp
- ② Preservation Policy Template, MetaArchive Cooperative, 2010: http://metaarchive.org/public/resources/pres_comm/policy_planning/Digital_Preservation_Policy_Template.pdf
- ② Analysis of Current Digital Preservation Policies: Archives, Libraries and Museums, The Signal, August 13, 2013: <http://blogs.loc.gov/digitalpreservation/2013/08/analysis-of-current-digital-preservation-policies-archives-libraries-and-museums/>



A.1. Purpose

Description: indicates the intentions of an institution and the essential role a digital preservation program plays in fulfilling that mission and protecting institutional knowledge assets. It summarizes what the document is, identifies responsible parties, indicates the intended audience for the framework, and places the document in the context of institution-wide efforts.

Examples:

- ② ICPSR Digital Preservation Policy Framework, 2012
<http://www.icpsr.umich.edu/icpsrweb/content/datamanagement/preservation/policies/dpp-framework.html>
- ② Library and Archives Canada Digital Preservation Policy, 2009
<http://web.archive.org/web/20111021140305/http://www.collectionscanada.gc.ca/digital-initiatives/012018-2000.01-e.html>
- ② National Library of Australia, 2013 <http://www.nla.gov.au/policy/digpres.html>
- ② National Preservation Office (UK), Building Blocks for a Preservation Policy, 2001 (revised 2013) <http://www.bl.uk/blpac/pdf/blocks.pdf>
- ② National Archives, Digital Preservation Policies: Guidance for archives, 2011
<http://www.nationalarchives.gov.uk/documents/information-management/digital-preservation-policies-guidance-draft-v4.2.pdf>

Action Steps

Do you have a stated (written) purpose?

1. If yes, place here:

2. If *don't know*, determine whether it exists and write it here:

3. If *no*, can a case be made for one?

a. If *no*, this would be a good place to start

b. If yes, develop a campaign to raise awareness among senior management and draft a purpose that can be supported at the highest level.



A.2. Objectives

Description: states aims and objectives for collecting, managing, preserving, and maintaining access to digital content and for what purpose. Identifies the benefit to an institution and the relationship to other objectives and policies.

Examples:

- ② Archaeology Data Service (ADS) Preservation Policy v.1.3.1, 2011
<http://archaeologydataservice.ac.uk/attach/preservation/PreservationPolicyV1.3.1.pdf>
- ② UK Data Archive, Preservation Policy, 2011: <http://www.data-archive.ac.uk/media/54776/ukda062-dps-preservationpolicy.pdf>
- ② National Library of Australia, 2013 <http://www.nla.gov.au/policy/digpres.html>
- ② Library and Archives Canada Digital Preservation Policy, 2009
<http://web.archive.org/web/20111021140305/http://www.collectionscanada.gc.ca/digital-initiatives/012018-2000.01-e.html>
- ② Joint Information Systems Committee, Digital Preservation Policies Study, 2008:
<http://www.jisc.ac.uk/publications/publications/jiscpolicyfinalreport.aspx>
- ② National Library of the Czech Republic, WebArchiv, Main Aims 2014
<http://en.webarchiv.cz/information/>
- ② National Library of Wales, Digital Preservation Policy and Strategy, 2012:
http://www.llgc.org.uk/fileadmin/fileadmin/docs_gwefan/amdanom_ni/dogfennae_th_gorfforaethol/dog_gorff_strat_cad_dig_12_15S.pdf
- ② Digital Preservation Strategy for the State and University Library, Denmark 2012
<http://en.statsbiblioteket.dk/about-the-library/dpstrategi>
- ② National Archives, Digital Preservation Policies: Guidance for archives, 2011
<http://www.nationalarchives.gov.uk/documents/information-management/digital-preservation-policies-guidance-draft-v4.2.pdf>

Action Steps

Do you have defined objectives to meet the purpose?

1. If *yes*, describe here:

2. If *don't know*, determine whether they exist and describe here:

3. If *no*, develop list of objectives, seek institutional buy-in, and place here:

This work is licensed under a [Creative Commons Attribution-NonCommercial-ShareAlike 3.0 Unported License](https://creativecommons.org/licenses/by-nc-sa/3.0/).



A.3. Mandate

Description: the authority, jurisdiction, or governance upon which responsible parties develop a digital preservation program, such as laws, legislation, policies, institutional mission. Can also be based on meeting the needs of other requirements not specifically tied to preservation, e.g., legal admissibility, authenticity, FOI, ADA, Data Protection Acts, copyright legislation, public records acts, E-Government, National Information Infrastructure (US), National Grid for Learning (UK).

Examples:

- ② ICPSR Digital Preservation Policy Framework, 2007
<http://www.icpsr.umich.edu/icpsrweb/content/datamanagement/preservation/policies/dpp-framework.html>
- ② Illinois Digital Environment for Access to Learning and Scholarship (IDEALS), 2009
https://www.ideals.illinois.edu/bitstream/handle/2142/2383/IDEALS_PreservationPolicy_Nov2009.pdf
- ② Columbia University, 2006,
<http://library.columbia.edu/services/preservation/dlpolicy.html>
- ② North Carolina Department of Cultural Resources Digital Preservation Policy Framework, 2005
http://digitalpreservation.ncdcr.gov/asgii/publications/policy_framework.pdf
- ② UK National Archives, Preservation Policy, 2009
<http://www.nationalarchives.gov.uk/documents/tna-corporate-preservation-policy-2009-website-version.pdf>
- ② Purdue University Research Repository Digital Preservation Policy, 2012:
<https://purr.purdue.edu/legal/digitalpreservation>
- ② Dartmouth College Library Digital Preservation Policy, 2012:
<http://www.dartmouth.edu/~library/digital/about/policies/preservation.html>

Action Steps

Do you have an authoritative mandate?

1. If *yes*, write it here with proper citation:

2. If *don't know*, determine whether it exists and describe here:

3. If *no*, can a case be made for one?

a. If *no*, this would be a good place to start

b. If *yes*, develop one and place here:

This work is licensed under a [Creative Commons Attribution-NonCommercial-ShareAlike 3.0 Unported License](https://creativecommons.org/licenses/by-nc-sa/3.0/).



A.4. Scope

Description: establishes timeframe, defines intentions, levels of responsibility, and extent, limitations, and priorities of the digital preservation program.

Examples:

- ② Columbia University, 2006
<http://library.columbia.edu/services/preservation/dlpolicy.html>
- ② Illinois Digital Environment for Access to Learning and Scholarship (IDEALS), 2009
https://www.ideals.illinois.edu/bitstream/handle/2142/2383/IDEALS_PreservationPolicy_Nov2009.pdf
- ② National Library of Medicine, 2010, reviewed 2012
<http://www.nlm.nih.gov/psd/pcm/devpermanence.html>
- ② Library and Archives Canada Digital Preservation Policy, 2009
<http://web.archive.org/web/20111021140305/http://www.collectionscanada.gc.ca/digital-initiatives/012018-2000.01-e.html>
- ② Joint Information Systems Committee, Digital Preservation Policies Study, 2008:
http://www.jisc.ac.uk/media/documents/programmes/preservation/jiscpolicy_p1finalreport.pdf
- ② UK National Archives, Preservation Policy, 2009
<http://www.nationalarchives.gov.uk/documents/tna-corporate-preservation-policy-2009-website-version.pdf>
- ② Purdue University Research Repository Digital Preservation Policy, 2012:
<https://purr.purdue.edu/legal/digitalpreservation>
- ② National Library of Australia, 2013 <http://www.nla.gov.au/policy/digpres.html>

Action Steps

Is the scope and commitment to digital preservation clearly articulated?

1. If *yes*, describe here:

2. If *don't know*, determine whether scope exists and under what circumstances (*de facto*, *de jure*) and write it here:

3. If *no*, determine scope and commitment level, get institutional buy-in and review, and high-level acceptance. Describe final product here:

This work is licensed under a [Creative Commons Attribution-NonCommercial-ShareAlike 3.0 Unported License](https://creativecommons.org/licenses/by-nc-sa/3.0/).



A.5. Challenges/Incentives

Description: enumerates risks, difficulties, sense of urgency, and incentives for developing a digital preservation program. Provides evidence that even though the full process may not be clearly understood, the need to act now is strong.

Examples:

- ② Library and Archives Canada Digital Preservation Policy, 2009
<http://web.archive.org/web/20111021140305/http://www.collectionscanada.gc.ca/digital-initiatives/012018-2000.01-e.html>
- ② National Library of Australia, 2013 <http://www.nla.gov.au/policy/digpres.html>
- ② National Library of Wales, Digital Preservation Policy and Strategy, 2012,
<http://www.llgc.org.uk/fileadmin/documents/pdf/Digital%20Preservation%20Strategy%202012-2015.pdf>
- ② JISC Continuing Access and Digital Preservation Strategy, 2002:
<http://www.jisc.ac.uk/whatwedo/programmes/preservation/continuing>
- ② Purdue University Research Repository Digital Preservation Policy, 2012:
<https://purr.purdue.edu/legal/digitalpreservation>
- ② University of Utah J. Willard Marriott Library Digital Preservation Policy, 2010
(revised 2012) <http://www.lib.utah.edu/collections/digital/digital-preservation.php>
- ② Ohio State University Digital Preservation Policy Framework, 2013:
http://library.osu.edu/documents/SDIWG/Digital_Preservation_Policy_Framework.pdf

Action Steps

Are challenges that are to be overcome in the digital preservation program clearly articulated?

1. If *yes*, list here:

2. If *no*, is an understanding of the challenges and risks essential to motivating institutional buy-in for the digital preservation program?

3. If *yes*, identify challenges/risks and describe here:

This work is licensed under a [Creative Commons Attribution-NonCommercial-ShareAlike 3.0 Unported License](https://creativecommons.org/licenses/by-nc-sa/3.0/).



A.6. Principles

Description: defines key principles, models, processes, and assumptions upon which the digital program is developed and implementation can occur. Particularly important to ensure system-wide benchmarks when different operational and technical processes are implemented. Common principles include adherence to standards (in particular OAIS), support for life cycle management, interoperability, evidence-based requirements, and preferred methods of preservation.

Examples:

- ② ICPSR Digital Preservation Policy Framework, 2012
<http://www.icpsr.umich.edu/icpsrweb/content/datamanagement/preservation/policies/dpp-framework.html>
- ② Yale University Library, reviewed 2011
<https://collaborate.library.yale.edu/preservation/public%20Documents/Policies%20and%20Procedures/dig%20pres%20review%202011.pdf>
- ② Government of Alberta, 2003
<http://www.im.gov.ab.ca/index.cfm?page=imf/Index.html>
 - Information Assets in the Government of Alberta, 2003,
<https://www.rimp.gov.ab.ca/documents/imtopics/IMFrameworkReport.pdf>
- ② National Library of Wales, Digital Preservation Policy and Strategy, 2012,
<http://www.llgc.org.uk/fileadmin/documents/pdf/Digital%20Preservation%20Strategy%202012-2015.pdf>
- ② JISC, 2002 <http://www.jisc.ac.uk/whatwedo/programmes/preservation/continuing>
- ② NISO Framework, 2007 <http://www.niso.org/publications/rp/framework3.pdf>
- ② Yale University Library, 2007 <http://www.library.yale.edu/iac/DPC/revpolicy2-19-07.pdf>
- ② [National Library of New Zealand, Preservation Policy, 2004](http://natlib.govt.nz/about-us/strategy-and-policy/preservation-policy)
<http://natlib.govt.nz/about-us/strategy-and-policy/preservation-policy>
- ② University of Oxford Bodleian Libraries digital preservation policies, 2012:
<http://www.bodleian.ox.ac.uk/bodley/about-us/policies/preservation>

Action Steps

Are the principles upon which the framework and ensuing program are developed clearly articulated?

1. If *yes*, what standards and principles apply? Describe here:

2. If *don't know*, determine whether these exist and write them here:

3. If *no*, identify, articulate, and seek administration buy-in for principles and describe here:

This work is licensed under a [Creative Commons Attribution-NonCommercial-ShareAlike 3.0 Unported License](https://creativecommons.org/licenses/by-nc-sa/3.0/).



A.7. Roles and Responsibilities

Description: describes key stakeholders and their respective roles in digital preservation, including creators, producers, digital repository staff, user groups, other repositories, and collaborators. See Section B.1 of this document.

Examples:

- ② UK Data Archive, 2010 <http://www.data-archive.ac.uk/curate/preservation-policy>
- ② Illinois Digital Environment for Access to Learning and Scholarship (IDEALS), 2009 https://www.ideals.illinois.edu/bitstream/handle/2142/2383/IDEALS_PreservationPolicy_Nov2009.pdf
- ② UNESCO, 2003 <http://unesdoc.unesco.org/images/0013/001300/130071e.pdf>
- ② North Carolina Department of Cultural Resources, Policy Framework, 2005 http://digitalpreservation.ncdcr.gov/asgii/publications/policy_framework.pdf
- ② National Archives of Australia, "Supporting Your Staff" <http://www.naa.gov.au/records-management/strategic-information/linking/support.aspx>
- ② UMass Amherst Libraries Digital Preservation Policy, 2011: <http://www.library.umass.edu/assets/aboutus/attachments/University-of-Massachusetts-Amherst-Libraries-Digital-Preservation-Policy3-18-2011-templated.pdf>

Action Steps

Are key stakeholders and their respective roles identified?

1. If yes, describe here:

2. If *don't know* or *no*, determine who they are, establish formal relationships, and list here:

This work is licensed under a [Creative Commons Attribution-NonCommercial-ShareAlike 3.0 Unported License](https://creativecommons.org/licenses/by-nc-sa/3.0/).



A.8. Cooperation/Collaboration

Description: institutional effort exceeds or will exceed available resources and may not guarantee the safety of all vital assets. Institutional digital preservation programs should be placed into a broader context that acknowledges dependency on other partners. May require formal, legally binding agreements that delineate explicit roles and responsibilities of each party.

Examples:

- ② National Library of Australia, 2013 <http://www.nla.gov.au/policy/digpres.html>
- ② Columbia University, 2006 <http://library.columbia.edu/services/preservation/dlpolicy.html>
- ② National Library of Wales Digital Preservation Policy and Strategy, 2012: http://www.llgc.org.uk/fileadmin/fileadmin/docs_gwefan/amdanom_ni/dogfennae_th_gorfforaethol/dog_gorff_strat_cad_dig_12_15S.pdf
- ② National Digital Stewardship Alliance National Agenda, 2014, <http://www.digitalpreservation.gov/ndsa/documents/2014NationalAgenda.pdf>
- ② UNESCO, 2003 <http://unesdoc.unesco.org/images/0013/001300/130071e.pdf>
- ② Library and Archives Canada Digital Preservation Policy, 2009 <http://web.archive.org/web/20111021140305/http://www.collectionscanada.gc.ca/digital-initiatives/012018-2000.01-e.html>
- ② Joint Information Systems Committee, Digital Preservation Policies Study, 2008 <http://www.jisc.ac.uk/publications/publications/jiscpolicyfinalreport.aspx>
- ② Alliance for Permanent Access, 2010 <http://www.alliancepermanentaccess.eu>
- ② Hawai'i Digital Archives Plan, 2012: <http://ags.hawaii.gov/wp-content/uploads/2012/09/Hawaii-Digital-Archives-Master-Plan.pdf>
- ② Ohio State University Digital Preservation Policy Framework, 2013: http://library.osu.edu/documents/SDIWG/Digital_Preservation_Policy_Framework.pdf
- ② National Archives, Digital Preservation Policies: Guidance for archives, 2011 <http://www.nationalarchives.gov.uk/documents/information-management/digital-preservation-policies-guidance-draft-v4.2.pdf>

Action Steps

Do you recognize interdependency with others and identify current and potential partners?

1. If yes, list here and define respective roles/obligations:

2. If *don't know*, investigate external dependencies, develop partnerships, and list here:

This work is licensed under a [Creative Commons Attribution-NonCommercial-ShareAlike 3.0 Unported License](https://creativecommons.org/licenses/by-nc-sa/3.0/).



A.9. Selection and Acquisition

Description: provides rationale and processes for developing and retaining collections based on specific parameters (e.g., formats, types of records, geographic scope). A clear articulation is critical to the success of a digital repository and ensures that collections support the institutional mission and priorities, and that requisite resources are made available. Specific policies should logically follow from the conceptual statement to further collection development aspects, e.g., submission guidelines. See Section B.2.b of this document.

Examples:

- ② Illinois Digital Environment for Access to Learning and Scholarship (IDEALS), 2009, https://www.ideals.illinois.edu/bitstream/handle/2142/2383/IDEALS_PreservationPolicy_Nov2009.pdf
- ② Digital Library Federation, 2000 <http://www.diglib.org/preserve/pracshare.htm>
- ② Cornell University Library Depository for Preserving Digital Image Collections guidelines, 2001, http://www.library.cornell.edu/preservation/IMLS/image_deposit_guidelines.pdf
- ② Yale University Library Policy for Digital Preservation, reviewed 2011 <https://collaborate.library.yale.edu/preservation/public%20Documents/Policies%20and%20Procedures/dig%20pres%20review%202011.pdf>
- ② Library and Archives Canada Digital Preservation Policy, 2009 <http://web.archive.org/web/20111021140305/http://www.collectionscanada.gc.ca/digital-initiatives/012018-2000.01-e.html>
- ② UMass Amherst Libraries Digital Preservation Policy, 2011: <http://www.library.umass.edu/assets/aboutus/attachments/University-of-Massachusetts-Amherst-Libraries-Digital-Preservation-Policy3-18-2011-templated.pdf>

Action Steps

Do you have a clearly defined scope for collection development policy for digital resources?
1. If yes, describe here:

Can it be used as a basis for creating specific guidelines/requirements?

2. If *no*, identify key players, define selection scope, devise policy, and secure institutional buy-in, high-level support, and commitment to developing one. Place here fully vetted policy.

This work is licensed under a [Creative Commons Attribution-NonCommercial-ShareAlike 3.0 Unported License](https://creativecommons.org/licenses/by-nc-sa/3.0/).



A.10. Access/Use

Description: identifies designated communities and barriers/restrictions to use. Specific policies should be developed to further articulate access and use requirements and restrictions. *Note:* A digital archive may be dark, dim, or lit, but the proof of preservation is in the access capabilities. See Section B.2.c of this document.

Examples:

- ⑦ Florida Digital Archive (FDA) Policy Guide v.3.0 2011
<http://fclaweb.fcla.edu/uploads/FDAPolicyGuideversion3.0.pdf>
- ⑦ Library and Archives Canada Digital Preservation Policy, 2009
<http://web.archive.org/web/20111021140305/http://www.collectionscanada.gc.ca/digital-initiatives/012018-2000.01-e.html>
- ⑦ UNESCO, 2003 <http://unesdoc.unesco.org/images/0013/001300/130071e.pdf>
- ⑦ UK National Archives, Preservation Policy, 2009
<http://www.nationalarchives.gov.uk/documents/tna-corporate-preservation-policy-2009-website-version.pdf>
- ⑦ Ohio State University Digital Preservation Policy Framework, 2013:
http://library.osu.edu/documents/SDIWG/Digital_Preservation_Policy_Framework.pdf
- ⑦ University of British Columbia cIRcle Digital Repository Mandate and Policies, 2014: <http://circle.sites.olt.ubc.ca/policies-2/>
- ⑦ Digital Preservation Strategy for the State and University Library, Denmark 2012
<http://en.statsbiblioteket.dk/about-the-library/dpstrategi>

Action Steps

Have you articulated an access/use position?

1. If *yes*, describe here:

Can it be used as a basis for specific guidelines/policies?

2. If *no*, define rationale and parameters on access and use, and secure institutional commitment.

This work is licensed under a [Creative Commons Attribution-NonCommercial-ShareAlike 3.0 Unported License](https://creativecommons.org/licenses/by-nc-sa/3.0/).



A.12. References

Description: listing or citation of key resources that are used to create your framework. Identify principles, processes, and other useful resources.

Examples:

- ⑦ UNESCO, 2003 <http://unesdoc.unesco.org/images/0013/001300/130071e.pdf>
- ⑦ Library and Archives Canada Digital Preservation Policy, 2009
<http://web.archive.org/web/20111021140305/http://www.collectionscanada.gc.ca/digital-initiatives/012018-2000.01-e.html>
- ⑦ National Library of Australia. Report to ICABS on Guidance for Digital Preservation: Report on a Survey of Sources, by Colin Webb, 2005
<http://www.nla.gov.au/openpublish/index.php/nlasp/article/view/1214/1499>
- ⑦ UK National Archives, Preservation Policy, 2009
<http://www.nationalarchives.gov.uk/documents/tna-corporate-preservation-policy-2009-website-version.pdf>
- ⑦ Ohio State University Digital Preservation Policy Framework, 2013:
http://library.osu.edu/documents/SDIWG/Digital_Preservation_Policy_Framework.pdf
- ⑦ H-Net, Humanities and Social Sciences Online Digital Preservation Policies and Procedures, 2009 <http://www.h-net.org/archive/framework.php>
- ⑦ Old Dominion University Libraries Digital Preservation Policy, 2012
<http://www.lib.odu.edu/aboutthelibraries/ODULibrariesDigitalPreservationPolicy.pdf>

Action Steps

Are there references that must be cited as part of the framework?

1. If *yes*, identify and list here:

2. If *don't know*, determine whether there is a need to include references.

3. If *no*, while important, this section may be considered optional.

This work is licensed under a [Creative Commons Attribution-NonCommercial-ShareAlike 3.0 Unported License](https://creativecommons.org/licenses/by-nc-sa/3.0/).



Section B. Policies and Procedures

Once a policy framework has been developed, vetted, and approved by the institution, your focus should turn to developing a set of detailed policies and procedures. These documents are derived in two ways: 1) top-down by parsing the policy framework and 2) bottom-up by deconstructing the OAIS policy requirements.

Section B contains some examples to adapt for your institution once you have determined the policies and procedures you need.

Action Plan, Part 2 contains more information on operational procedures and requirements.

You can use your policy framework to start a gap analysis on the policy and procedural documents you already have. Develop a prioritized to-do list of policy and procedural documents your institution needs to develop. Not all sections of the framework will require more detailed documents and not all policies and procedures will need to be created as stand-alone documents, but an operational digital preservation program will need formal statements for most. Indicators that a more detailed policy is needed include:

- ☒ more detailed information is required to implement the policy
- ☒ the information will change regularly or periodically
- ☒ the section requires several pages of explanation

In addition, review the OAIS policy and procedural requirements, which are mostly expressed in the Administration functional entity. If you follow the diagrams in those portions of the detailed OAIS model, you will find these examples of policies and procedures:

- Management
 - Budget [see Action Plan, Part 3]
 - Policies
- Administration
 - Negotiate Submission Agreement
 - Submission Agreement
 - SIP Design
 - Standards and Policies
 - For ingest:
 - Format Standards
 - Documentation Standards
 - Procedures
 - Policies
 - Physical Access Control [Administration]
 - Administer Database [Data Management – including Access]
 - Storage Management [Archival Storage: Manage Storage Hierarchy]
 - Disaster Recovery [Archival Storage]
 - System Evolution [Administration: Manage System Configuration]
 - Migration Standards [Preservation Planning]
 - Reports [Management]

Reference

- ☒ Ionian University, Greece: Policy Model for University Digital Collections, by Alexandros Koulouris and Sarantos Kapidakis, ECDL 2005
http://link.springer.com/chapter/10.1007%2F11551362_32

This work is licensed under a [Creative Commons Attribution-NonCommercial-ShareAlike 3.0 Unported License](https://creativecommons.org/licenses/by-nc-sa/3.0/).



B.1. Roles and Responsibilities

Description: the highest-level policy (Section A) discusses roles and responsibilities in general terms. Lower level policies and procedures clearly define roles and responsibilities for all stakeholders — producers, management, the archive, consumers — to delineate who will be responsible for which areas and actions throughout the lifecycle of the digital content. There should be a current list of designated individual communities who assume these roles. See also Action Plan, Part 2 - Producer-Archive Interface.

Examples:

- ❑ NERC: 4.4 Responsibilities, 2002
http://badc.nerc.ac.uk/data/NERC_Handbookv2.2.pdf
- ❑ Florida Digital Archive (FDA) Policy Guide v.3.0 2011
<http://fclaweb.fcla.edu/uploads/FDAPolicyGuideversion3.0.pdf>
- ❑ Harvard University, 2007
http://hul.harvard.edu/ois/systems/drs/policyGuide/DRS_Policy_Guide-Printable.pdf
- ❑ Library and Archives Canada Digital Preservation Policy, 2009
<http://web.archive.org/web/20111021140305/http://www.collectionscanada.gc.ca/digital-initiatives/012018-2000.01-e.html>
- ❑ Ohio State University, 2013
http://library.osu.edu/documents/SDIWG/Digital_Preservation_Policy_Framework.pdf
- ❑ The Association for Recorded Sound Collections, ARSC Technical Committee, 2009 <http://www.arsc-audio.org/technical-committee.html> Moved from [Transfer Requirements](#)

Action Steps

Do you have a written agreement with principal stakeholders on defined roles and responsibilities?

1. If yes, describe here:

2. If *don't know*, determine whether they exist and describe here:

3. If *no*, identify key players, define responsibilities, and develop a common understanding of respective roles.

This work is licensed under a [Creative Commons Attribution-NonCommercial-ShareAlike 3.0 Unported License](#).



B.2. Digital Assets

b. Selection and Acquisition Policies and Procedures

Description: stems from rationale in policy framework on developing and retaining collections. Includes policies; procedures and criteria for identification, selection, acquisition, collection development, and evaluation; and strategies and methods to be used. Covers retention and review policies, including reasons for rejecting materials and the de-selection process, intellectual property issues, and any fees/charges. See Section A and Action Plan, Part 2: Producer-Archive Interface and Ingest.

Examples:

- ② National Library of Australia: PANDORA, 2005
<http://pandora.nla.gov.au/selectionguidelines.html>
- ② New Zealand Film Archive, 2007 <http://www.filmarchive.org.nz/taonga-maori/ko-nga-kaitiaki-o-nga-taonga-whitiahua-2/>
- ② Digital Preservation Coalition, Decision Tree, 2001 (revisions through 2009)
<http://www.dpconline.org/advice/preservationhandbook/decision-tree>
- ② Library and Archives Canada Digital Preservation Policy, 2009
<http://web.archive.org/web/20111021140305/http://www.collectionscanada.gc.ca/digital-initiatives/012018-2000.01-e.html>
- ② United Kingdom Parliament Digital Preservation Policy, 2009
<http://www.parliament.uk/documents/upload/digitalpreservationpolicy1.0.pdf>
- ② Purdue University Libraries File Format Recommendations for Digital Preservation, 2014 <https://www.lib.purdue.edu/spcol/file-format-recommendations>
- ② PubMed Central, 2007 <http://www.ncbi.nlm.nih.gov/pmc/pub/pubinfo/> **Moved from roles and responsibilities**

Action Steps

Do you have policies and guidelines covering selection, de-selection, and acquisition?

1. If *yes*, describe here:

2. If *no*, can they be developed based on existing policies?

a. If *yes*, devise policy, secure institutional buy-in and high-level support. Place here:

b. If *no*, identify key players and secure commitment to developing policies and guidelines. Place here fully vetted policies:

B.2. Digital Assets

c. Transfer Requirements and Deposit Guidelines

Description: defines transfer requirements including forms and mechanisms, timeframes, and corrective measures and assignments for problem deposits. Submission Information Package (SIP) requirements are included here, as are the scope of and process for deposits, and deposit agreement requirements and responsibilities. See Action Plan, Part 2: Producer-Archive Interface and Ingest.

Examples:

- ❏ ICPSR: Depositing Data, 2010 <https://www.icpsr.umich.edu/icpsrweb/deposit>
- ❏ FDA: Recommended Data Formats, 2008
http://fclaweb.fcla.edu/uploads/Lydia%20Motyka/FDA_documentation/recFormats.pdf
- ❏ New Zealand Film Archive: Deposit Agreement, 2007
http://www.filmarchive.org.nz/images/Site_PDF/nzfa_s%26a_policy_nov07.pdf
- ❏ Library and Archives of Canada, 2001 http://epe.lac-bac.gc.ca/100/200/301/nlc-bnc/e-pub_guide-ef/9/13/index-e.html ❏ **Change out for this?** Library and Archives Canada, Guidelines for transfer of records to the Regional Service Centres, 2014, <http://www.bac-lac.gc.ca/eng/services/government-information-resources/regional-service-centres/Pages/guidelines-transfer-records.aspx>
- ❏ Producer Archive Interface Methodology Abstract Standard (PAIMAS), 2004
<http://public.ccsds.org/publications/archive/651x0m1.pdf>
- ❏ CDL Guidelines for Digital Objects (CDL GDO), 2011
<http://www.cdlib.org/inside/diglib/guidelines/GDO.pdf>
- ❏ Digital Preservation Policy for the State and University Library, Denmark, 2012, <http://en.statsbiblioteket.dk/about-the-library/ddpolicy>

Action Steps

1. Do you have written, comprehensive, and current transfer requirements (e.g., format, media requirements)?
 - a. If yes, describe here:
 - b. If no, develop a deposit workflow that suits your organizational context and based on these develop formal transfer requirements.
2. Are comprehensive deposit guidelines in place?
 - a. If yes, describe here:
 - b. If *don't know*, determine whether guidelines exist and cite here:
 - c. If *no*, begin with deposit scope and requirements, and work towards developing a full set of guidelines using available examples.

B.2. Digital Assets

d. Access and Use Policies

Description: stems from rationale in policy framework that designates user communities and barriers/restrictions to use. Includes policies; procedures and criteria on the terms and conditions of access within the foreseeable future; and articulates dissemination copies and processes, including requirements for Dissemination Information Packages (DIP). Specifies strategies and methods to be used, fees and payments for access where they exist, and defines support services and documentation. Incorporate feedback processes. See Section A: Access and Use and Action Plan 2 – Administration and Access entities.

Examples:

- ② Florida Digital Archive (FDA) Policy Guide v.3.0, 2011
<http://fclaweb.fcla.edu/uploads/FDAPolicyGuideversion3.0.pdf>
- ② Natural Environment and Research Council Data Policy Handbook, 2002
http://badc.nerc.ac.uk/data/NERC_Handbookv2.2.pdf
- ② NIH, 2008 <http://publicaccess.nih.gov/policy.htm>
- ② Library and Archives Canada Digital Preservation Policy, 2009
<http://web.archive.org/web/20111021140305/http://www.collectionscanada.gc.ca/digital-initiatives/012018-2000.01-e.html>
- ② Cornell University ILR Faculty Copyright Information - Encouraging Retention of Intellectual Property Rights, 2006
http://digitalcommons.ilr.cornell.edu/dc_information/6/
- ② University of British Columbia cIRcle Digital Repository Mandate and Policies, 2014:
<http://circle.sites.olt.ubc.ca/policies-2/>
- ② Norwegian Ministry of Culture National Strategy for Digital Preservation and Dissemination of Cultural Heritage, 2009
http://www.regjeringen.no/pages/2473821/PDFS/STM200820090024000EN_PDFS.pdf

Action Steps

Do you have policies and guidelines covering access and use?

1. If *yes*, describe here and determine whether they are adequate for covering terms and conditions:

2. If *no*, secure commitment to developing them. Identify key players and seek input from content providers, supporting entities, your administration, and designated user communities. Secure buy-in and high-level support for policies.

Cite fully vetted policies here:

This work is licensed under a [Creative Commons Attribution-NonCommercial-ShareAlike 3.0 Unported License](https://creativecommons.org/licenses/by-nc-sa/3.0/).



B.4. Technological Infrastructure

a. Digital Archive Operations

Description: defines archival requirements and operational functions and procedures as inclusively and extensively as needed; should cover all aspects from pre-ingest through access and include security, backup, recovery, and other essential ongoing and emergency procedures. At this level, policies can become quite technical in nature. See Action Plan, Part 2: Administration.

Examples:

- ② CEDARS: Cedars Guide to The Distributed Digital Archiving Prototype, 2002
<http://www.webarchive.org.uk/wayback/archive/20050410120000/http://www.leeds.ac.uk/cedars/guideto/cdap/guidetocdap.pdf>
- ② CCSDS: Producer-Archive Interface Methodology Abstract Standard (PAIMAS), 2004
<http://public.ccsds.org/publications/archive/651x0m1.pdf>
- ② Harvard DRS Policy Guide: 3. Repository Services and 5. Preservation Services, 2007
http://hul.harvard.edu/ois/systems/drs/policyGuide/DRS_Policy_Guide-Printable.pdf,
Note: Glossary
- ② Library of Congress: Update to the NDIIPP Architecture, 2003
http://www.digitalpreservation.gov/multimedia/documents/ndiipp_v02.pdf
- ② PubMed Central, 2007 <http://www.pubmedcentral.nih.gov/about/pubinfo.html>
- ② Yale: Expectations, 2004 <http://www.library.yale.edu/ecollections/yalearchiving.pdf>
- ② Tufts-Yale Requirements for Trustworthy Recordkeeping Systems and the Preservation of Electronic Records in a University Setting, 2006
<http://dca.tufts.edu/features/nhprc/reports/>
- ② UK Data Archive: Assessment Of UKDA And TNA Compliance With OAIS And METS Standards, 2005 <http://www.esds.ac.uk/news/publications/oaismets.pdf>

Action Steps

Do you have a comprehensive set of requirements and procedures in place?

1. If *yes*, describe here:

2. If *don't know*, determine whether they exist and describe here:

3. If *no*, map out essential functions, identify existing pieces, perform a gap analysis, and begin filling in the missing pieces (who does what where, when, and for how long, etc.).



B.4. Technological Infrastructure

b. Platform Requirements and Procedures

Description: identifies technical requirements, capabilities, functionalities, and limitations (if applicable) including procedures from acquisition through maintenance, enhancements, upgrades, and emergencies. See Action Plan, Part 2: Administration.

Examples:

- ② NERC: 5.3 Technological Implications, 2002
http://badc.nerc.ac.uk/data/NERC_Handbookv2.2.pdf
- ② NIST: Contingency Planning Guide for IT, revised 2010
http://csrc.nist.gov/publications/nistpubs/800-34-rev1/sp800-34-rev1_errata-Nov11-2010.pdf
- ② UK Data Archive Preservation Policy, 2010 <http://www.data-archive.ac.uk/media/54776/ukda062-dps-preservationpolicy.pdf>
- ② Recommendations on NLM Digital Repository Software, 2008
<http://www.nlm.nih.gov/digitalrepository/DRESWG-Report.pdf>
- ② Florida Digital Archive (FDA) Policy Guide v.3.0, 2011
<http://fclaweb.fcla.edu/uploads/FDAPolicyGuideversion3.0.pdf>
- ② Boston University Libraries Digital Preservation Policy, 2011
<http://www.bu.edu/dioa/openbu/boston-university-libraries-digital-preservation-policy/>
- ② Digital Preservation Strategy for the State and University Library, Denmark, 2012
<http://en.statsbiblioteket.dk/about-the-library/dpstrategi>

Action Steps

Have you defined the high-level technical requirements and plans for your platform that reflect archival requirements?

1. If *yes*, describe here:

2. If *don't know*, determine whether this has been done and describe here:

3. If *no*, bring together key players to define requirements, inventory existing platforms, and identify doable steps to build towards desirable platform. Define existing procedures and fill in missing pieces to ensure that the platform is secure, reliable, and adequate for the tasks.

This work is licensed under a [Creative Commons Attribution-NonCommercial-ShareAlike 3.0 Unported License](https://creativecommons.org/licenses/by-nc-sa/3.0/).



Part C. Plans and Strategies

As policies and procedures represent functional slices of the framework, a temporal dimension is added through plans and strategies. Plans and strategies identify steps to be taken in turning the framework and policies into a multi-year action plan. For instance, a first step might be to conduct a collection inventory or a gap analysis by mapping the framework to the existing components, technical infrastructure, and available resources. Plans and strategies usually span a period from one to five years, and most typically for three years, as the examples we cite below do. The structure and component parts of plans and strategies are not well defined and will vary considerably from one institution to another and one year to the next. But most are tied to specific or projected resource requirements. Plans and strategies represent short-term solutions to long-term problems.

C.1. Implementing the Framework

Description: establishes blueprint for implementation that identifies targets for the coming years as well as the means to measure success or audit for compliance.

Examples:

- ❑ National Agriculture Library, 1997 [references to framework]
<http://www.fdlp.gov/file-repository/outreach/events/depository-library-council-dlc-meetings/1997-meeting-proceedings/spring-dlc-meeting-arlington-va-1/1510-report-on-the-meeting-usda-digital-publications-creating-a-preservation-action-plan/file> ❑ **Found it**
- ❑ National Library of Wales Digital Preservation Policy and Strategy, 2003
http://www.llgc.org.uk/fileadmin/documents/pdf/digital_preservation_policy_and_strategy_S.pdf
- ❑ JISC Preservation Strategy, 2002-2005
<http://www.jisc.ac.uk/whatwedo/programmes/preservation/continuing>
- ❑ JSTOR: Developing a Digital Preservation Strategy for JSTOR, Kevin Guthrie
<http://worldcat.org/arcviewer/1/OCC/2007/08/08/0000070513/viewer/file3700.html#feature1>
- ❑ Digital Preservation Strategy for the State and University Library, Denmark, 2012
<http://en.statsbiblioteket.dk/about-the-library/dpstrategi>
- ❑ National Archives, Digital Preservation Policies: Guidance for archives, 2011
<http://www.nationalarchives.gov.uk/documents/information-management/digital-preservation-policies-guidance-draft-v4.2.pdf>

Action Steps

Do you have a short-term plan covering the next few years?

1. If yes, describe here:
2. If yes, does it map to the Digital Preservation Policy Framework? If no, revise plan to align with Framework.
3. If *no*, develop one, secure institutional buy-in, vetting, and resource commitment.
4. Are requisite resources, policies, and technical infrastructure identified and in place to support implementation? (If *no*, refine plan based on institutional capability, and/or secure additional support from the institution.)

This work is licensed under a [Creative Commons Attribution-NonCommercial-ShareAlike 3.0 Unported License](https://creativecommons.org/licenses/by-nc-sa/3.0/).



C.2. Publicizing and Promulgating the Policy and Plan

Description: for programs to be supported, reviewed, and used, it is critical to promulgate and publicize them. Publicity may take the form of internal organizational letters, brochures, websites, and newspaper articles. Publicity is not a one-shot deal, but an ongoing effort and is particularly critical when policies, plans, and strategies change.

Examples:

- ② MIT - DSpace: Elevator Pitch and Brochure, 2008
<http://web.archive.org/web/20070612181712/http://dspace.org/implement/communications-kit.html>
- ② Federal Depository Library Program - Letter to Directors, August 25, 2000
http://web.archive.org/web/20081202192015/http://www.arl.org/pp/access/fdlp/gpo_ltr_25aug2000.shtml
- ② CUL Digital Preservation System Elevator Pitch, 2005
<http://web.archive.org/web/20060908221534/http://comondepository.library.cornell.edu/docs/elevatorpitch-v2.pdf>
- ② Cornell ILR Digital Commons brochure, 2005
http://digitalcommons.ilr.cornell.edu/dc_information/5/
- ② "Urgent Action Needed to Preserve Scholarly Electronic Journals," 2005
<http://old.diglib.org/pubs/waters051015.htm>
- ② Digital Curation Centre: "Excuse Me... Some Digital Preservation Fallacies?" by Chris Rusbridge, Ariadne Issue 46, February 2006
<http://www.ariadne.ac.uk/issue46/rusbridge/>

Action Steps

Do you have a process in place for promulgating and publicizing your policy and plan?

1. If yes, describe here:

2. If *no*, develop one, secure institutional buy-in and resource commitment.



Additional Resources

A.1 Purpose

- ❏ Illinois Digital Environment for Access to Learning and Scholarship (IDEALS), 2009 https://www.ideals.illinois.edu/bitstream/handle/2142/2383/IDEALS_PreservationPolicy_Nov2009.pdf?sequence=4
- ❏ CHIN, Canada: Digital Preservation for Museums: Recommendations, 2004 http://www.pro.rcip-chin.gc.ca/contenu_numerique-digital_content/preservation_recommandations-preservation_recommendations/index-eng.jsp
- ❏ ERPANET Digital Preservation Policy Tool, 2003 <http://www.erpanet.org/guidance/docs/ERPANETPolicyTool.pdf>
- ❏ H-Net, Humanities and Social Sciences Online Digital Preservation Policies and Procedures, 2009 <http://www.h-net.org/archive/framework.php>
- ❏ Joint Information Systems Committee, Digital Preservation Policies Study, October 2008: <http://www.jisc.ac.uk/publications/publications/jiscpolicyfinalreport.aspx>
- ❏ University of South Carolina Libraries' Digital Preservation Policy Framework, 2010 http://library.sc.edu/digital/USC_Libraries_Digital_Preserva.pdf
- ❏ DCC Policy and Legal Resources, <http://www.dcc.ac.uk/resources/policy-and-legal>
- ❏ University of Pretoria, Planning an effective digital preservation strategy for a research organization, January 2009: http://www.ais.up.ac.za/digi/docs/avdmerwe_paper.pdf
- ❏ Florida Digital Archive (FDA) Policy Guide v.3.0, 2011: <https://fclaweb.fcla.edu/uploads/FDAPolicyGuideversion3.0.pdf>

A.2 Objectives

- ❏ Florida Digital Archive (FDA) Policy Guide v.3.0, 2011: <https://fclaweb.fcla.edu/uploads/FDAPolicyGuideversion3.0.pdf>
- ❏ North Carolina Department of Cultural Resources Digital Preservation Policy Framework, 2005 http://digitalpreservation.ncdcr.gov/asgii/publications/policy_framework.pdf
- ❏ H-Net, Humanities and Social Sciences Online Digital Preservation Policies and Procedures, 2009 <http://www.h-net.org/archive/framework.php>
- ❏ Cornell University ILR DigitalCommons@ILR Collection Development Policy, 2005 http://digitalcommons.ilr.cornell.edu/dc_information/4/
- ❏ Ohio State University Digital Preservation Policy Framework, 2013 http://library.osu.edu/documents/SDIWG/Digital_Preservation_Policy_Framework.pdf

A.3. Mandate

- ❏ Edinburgh University Library, 2006 <http://www.lib.ed.ac.uk/sites/digpres/>
- ❏ Library and Archives Canada Digital Preservation Policy, 2009 <http://web.archive.org/web/20111021140305/http://www.collectionscanada.gc.ca/digital-initiatives/012018-2000.01-e.html>

This work is licensed under a [Creative Commons Attribution-NonCommercial-ShareAlike 3.0 Unported License](https://creativecommons.org/licenses/by-nc-sa/3.0/).



- ⑦ University of North Carolina at Chapel Hill Odum Archive Digital Preservation Policy, 2011: <http://www.irss.unc.edu/odum/contentSubpage.jsp?nodeid=629>
- ⑦ National Library of New Zealand, Preservation Policy, 2004
http://natlib.govt.nz/files/strategy/Preservation_Policy_2004.pdf

A.4. Scope

- ⑦ UC Berkeley, 2001
<http://libraries.universityofcalifornia.edu/sopag/dpac/DPACFinalReport.pdf>
- ⑦ Archives New Zealand, Preservation of Public Sector Datasets report, 2009
http://archives.govt.nz/sites/default/files/Public_Sector_Datasets_Report_0.pdf
- ⑦ Old Dominion University Libraries Digital Preservation Policy, 2012
<http://www.lib.odu.edu/aboutthelibraries/ODULibrariesDigitalPreservationPolicy.pdf>
- ⑦ Yale University Library Policy for Digital Preservation, 2007
<http://www.library.yale.edu/iac/DPC/revpolicy2-19-07.pdf>

A.5. Challenges/Incentives

- ⑦ University of Minnesota Libraries Digital Preservation Framework, 2010:
<https://netfiles.umn.edu/ul/Divisions/InfoTech/DigiColl/webDocuments/Digital-Preservation-Framwork-Final.pdf>
- ⑦ UMass Amherst Libraries Digital Preservation Policy, 2011:
<http://www.library.umass.edu/assets/aboutus/attachments/University-of-Massachusetts-Amherst-Libraries-Digital-Preservation-Policy3-18-2011-templated.pdf>
- ⑦ Illinois Digital Environment for Access to Learning and Scholarship (IDEALS), 2009
https://www.ideals.illinois.edu/bitstream/handle/2142/2383/IDEALS_PreservationPolicy_Nov2009.pdf

A.6. Principles

- ⑦ Library and Archives Canada Digital Preservation Policy, 2009
<http://web.archive.org/web/20111021140305/http://www.collectionscanada.gc.ca/digital-initiatives/012018-2000.01-e.html>
- ⑦ North Carolina Department of Cultural Resources Policy Framework, 2005
http://digitalpreservation.ncdcr.gov/asgii/publications/policy_framework.pdf
- ⑦ UNESCO, 2003 <http://unesdoc.unesco.org/images/0013/001300/130071e.pdf>
- ⑦ Columbia University, 2006
<http://library.columbia.edu/services/preservation/dlpolicy.html>
- ⑦ Florida Digital Archive (FDA) Policy Guide v.3.0 2011:
<http://fclaweb.fcla.edu/uploads/FDAPolicyGuideversion3.0.pdf>
- ⑦ National Archives Australia, 2002 <http://www.naa.gov.au/about-us/organisation/accountability/operations-and-preservation/digital-preservation-policy.aspx>



A.7. Roles and Responsibilities

- ② Library and Archives Canada Digital Preservation Policy, 2009
<http://web.archive.org/web/20111021140305/http://www.collectionscanada.gc.ca/digital-initiatives/012018-2000.01-e.html>
- ② Ohio State University Digital Preservation Policy Framework, 2013:
http://library.osu.edu/documents/SDIWG/Digital_Preservation_Policy_Framework.pdf
- ② UK National Archives, Preservation Policy, 2009
<http://www.nationalarchives.gov.uk/documents/tna-corporate-preservation-policy-2009-website-version.pdf>

A.11. Definitions

- ② National Library of New Zealand, Preservation Policy, 2004
http://natlib.govt.nz/files/strategy/Preservation_Policy_2004.pdf
- ② University of Minnesota Libraries Digital Preservation Framework, 2010:
<https://netfiles.umn.edu/ul/Divisions/InfoTech/DigiColl/webDocuments/Digital-Preservation-Framwork-Final.pdf>
- ② Ohio State University Digital Preservation Policy Framework, 2013:
http://library.osu.edu/documents/SDIWG/Digital_Preservation_Policy_Framework.pdf

B.1. Roles and Responsibilities

- ② Old Dominion University Libraries Digital Preservation Policy, 2012
<http://www.lib.odu.edu/aboutthelibraries/ODULibrariesDigitalPreservationPolicy.pdf>
- ② Cornell University Library, 2001
http://www.library.cornell.edu/preservation/IMLS/image_deposit_guidelines.pdf
- ② University of Massachusetts Amherst, 2011
<http://www.library.umass.edu/assets/aboutus/attachments/University-of-Massachusetts-Amherst-Libraries-Digital-Preservation-Policy3-18-2011-templated.pdf>

B.2. Digital Assets

c. Transfer Requirements and Deposit Guidelines

- ② NISO: Building Good Digital Collections, 2007
<http://www.niso.org/publications/rp/framework3.pdf>
- ② PubMed Central, 2007 <http://www.pubmedcentral.nih.gov/about/pubinfo.html>
- ② NAA: Archiving Web Resources, 2001
http://www.naa.gov.au/Images/archweb_guide_tcm16-47165.pdf
- ② Harvard DRS Policy Guide, 2007
http://hul.harvard.edu/ois/systems/drs/policyGuide/DRS_Policy_Guide-Printable.pdf
- ② NERC: 4.5 [Data Centre] Audit Procedures and 5.1 Decisions for collecting, 2003
http://badc.nerc.ac.uk/data/NERC_Handbookv2.2.pdf

This work is licensed under a [Creative Commons Attribution-NonCommercial-ShareAlike 3.0 Unported License](https://creativecommons.org/licenses/by-nc-sa/3.0/).



B.3. Digital Preservation Strategies

- ② Harvard: DRS – Levels of Preservation, 2007
http://hul.harvard.edu/ois/systems/drs/policyGuide/DRS_Policy_Guide-Printable.pdf
- ② Public Record Office of Northern Ireland (PRONI) Digital Preservation Strategy, 2013
http://www.proni.gov.uk/digital_preservation_strategy.pdf
- ② Digital Preservation Strategy for the State and University Library, Denmark, 2012
<http://en.statsbiblioteket.dk/about-the-library/dpstrategi>

B.4. Technological Infrastructure

a. Digital Archive Operations

- ② Edinburgh University Library: Preservation workflow model, 2003
<http://www.lib.ed.ac.uk/sites/digpres/dpreport.pdf>
- ② National Archives UK: Guidance Notes, 2008
<http://www.nationalarchives.gov.uk/information-management/projects-and-work/guidance.htm>
- ② DLF Minimum Criteria for an archival repository, 2000
<http://www.diglib.org/preserve/criteria.htm> Note: Research questions
- ② State Library of Queensland Digital Preservation Policy, 2008
http://www.slq.qld.gov.au/_data/assets/pdf_file/0020/109550/SLQ_-_Digital_Preservation_Policy_v0.05_-_Oct_2008.pdf

B.4. Technological Infrastructure

b. Platform Requirements and Procedures

- ② Kansas Information Technology Executive Council: Policies and Guidelines
<http://www.da.ks.gov/kito/itec/ITPoliciesMain.htm>
- ② EU DESIRE: system requirements, 2000
<http://web.archive.org/web/20000816174941/http://www.desire.org/handbook/>
Note: monitoring and future proofing
- ② Public Record Office of Northern Ireland (PRONI) Digital Preservation Strategy, 2013
http://www.proni.gov.uk/digital_preservation_strategy.pdf
- ② Indiana University: Variations2 - Digital Music Library Project
 - System Design, 2005: http://variations2.indiana.edu/system_design.html

C.1. Implementing the Framework

- ② Public Record Office of Northern Ireland (PRONI) Digital Preservation Strategy, 2013
http://www.proni.gov.uk/digital_preservation_strategy.pdf
- ② Library of Congress, 2002 *Library of Congress, 2002*
http://www.digitalpreservation.gov/multimedia/documents/ndiipp_plan.pdf
- ② NLA: Pandora, 2005 <http://pandora.nla.gov.au/selectionguidelines.html>