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Digital Preservation Policy Development

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Digital Preservation Coalition

What is a Policy?

"A course or principle of action adopted or proposed by an organisation or individual" (OED)

- Written representation of the aims and objectives
- Sets the environment for all other activities
  - Framework for Business Plan/Strategy
- Influenced by many things: environmental, political, technical, financial and legal issues
- Should be flexible and subject to regular review
- Difficult to make policy in new & developing areas

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What is a Digital Preservation Policy?

A digital preservation policy is the mandate for an archive to support the preservation of digital records through a structured and managed digital preservation strategy

The National Archives

A digital preservation policy facilitates the effective management of the digital records ensuring the organisation is able to carry out its mandated functions

InterPARES Project

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Digital Preservation Policy

The organisation's aims and objectives about the long term care of digital objects

- Preservation strategies and acceptable actions
- Decisions about the digital objects (formats, metadata)
- Who the material is being preserved for
- Resourcing
- Responsibilities
- Standards

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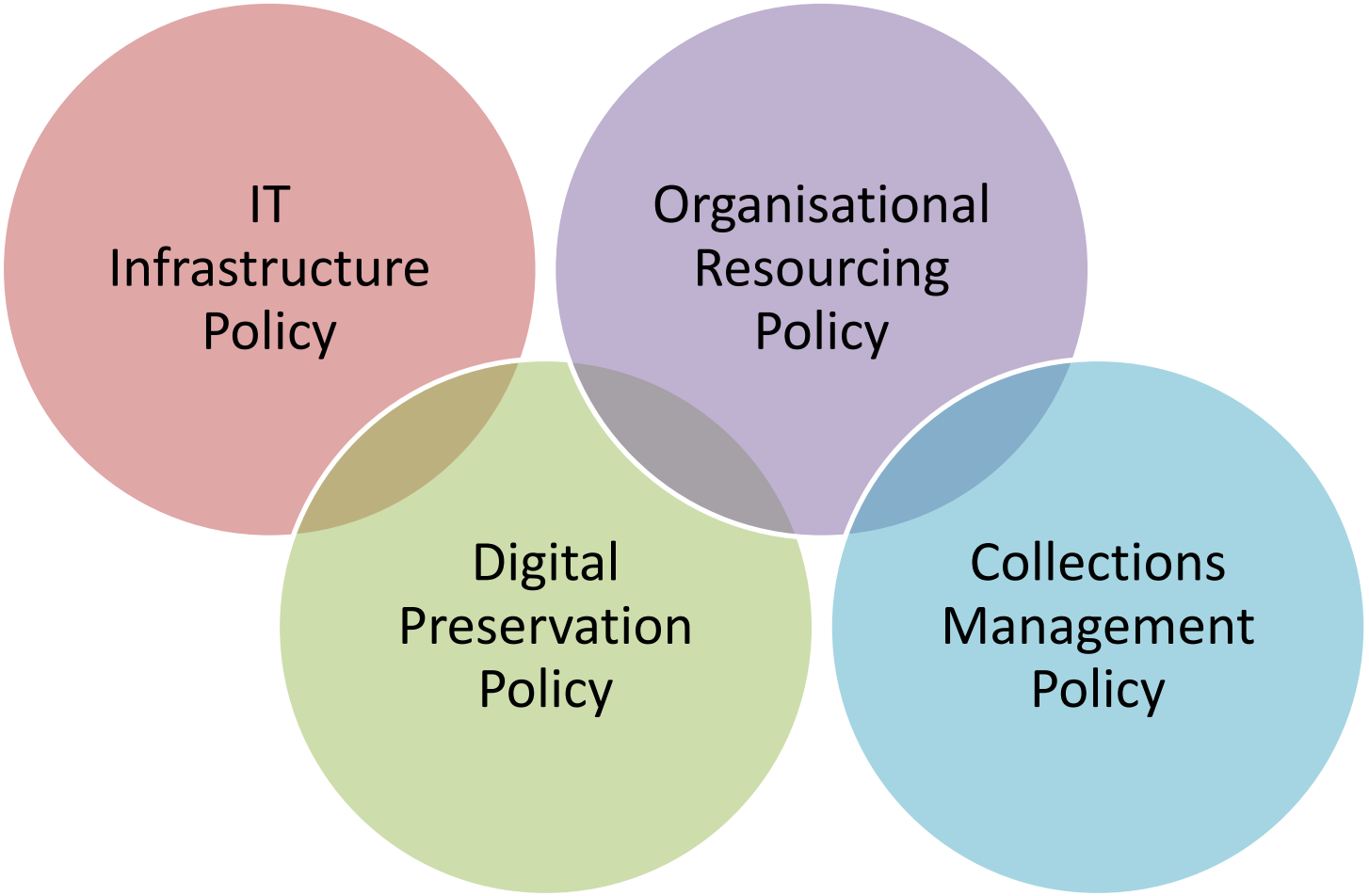
Part of Wider Policy Landscape



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Digital Library Ref Model

Figure II.2.16. Policy Domain Concept Map: Policies' Hierarchy

Benefits of Developing a DP Policy

- Helps to raise awareness of digital preservation
- Guide staff in their activities related to DP
- Supports decision making
- Helps support a business case for DP solutions
- Gains buy-in from senior management
- Solidifies commitment of the institution/organisation

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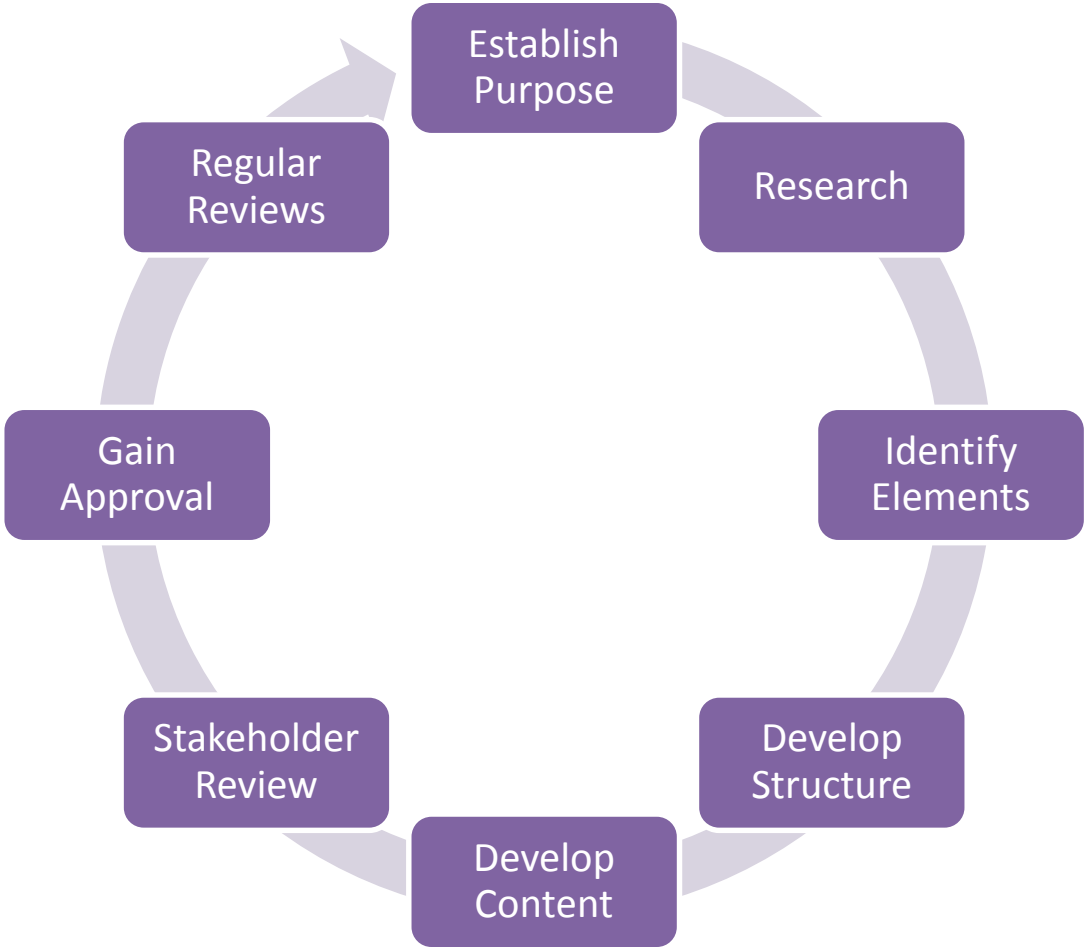
Developing Your Policy



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Jisc Digital Preservation Policies Study

- Outline model for DP Policies
- Analyse role of DP in supporting and delivering key strategies for HEIs
- Produced two tools:
  - Model/framework
  - Mappings to other institutional policies/strategies
- http://www.jisc.ac.uk/publications/reports/2008/jiscpolicyfinalreport.aspx

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What Your Policy Should Contain (1)

- Principle Statement
- Contextual Links
- Preservation Objectives
- Identification of Content
- Procedural Accountability
- Guidance and Implementation
- Glossary
- Version Control

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What Your Policy Should Contain (2)

- Financial and Staff Responsibility
- Intellectual Property
- Distributed Services
- Standards Compliance
- Review and Certification
- Auditing and Risk Management
- Stakeholders
- Preservation Strategies

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SCAPE Project

- Particular focus on policy relating to preservation actions

http://www.scape-project.eu/deliverable/d13-1-final-version-of-policy-specification-model

- Defined set of policy levels
- Catalogue of policy elements

http://wiki.opf-labs.org/display/SP/Policy+Elements

- List of policies available online

http://wiki.opf-labs.org/display/SP/Published+Preservation+Policies

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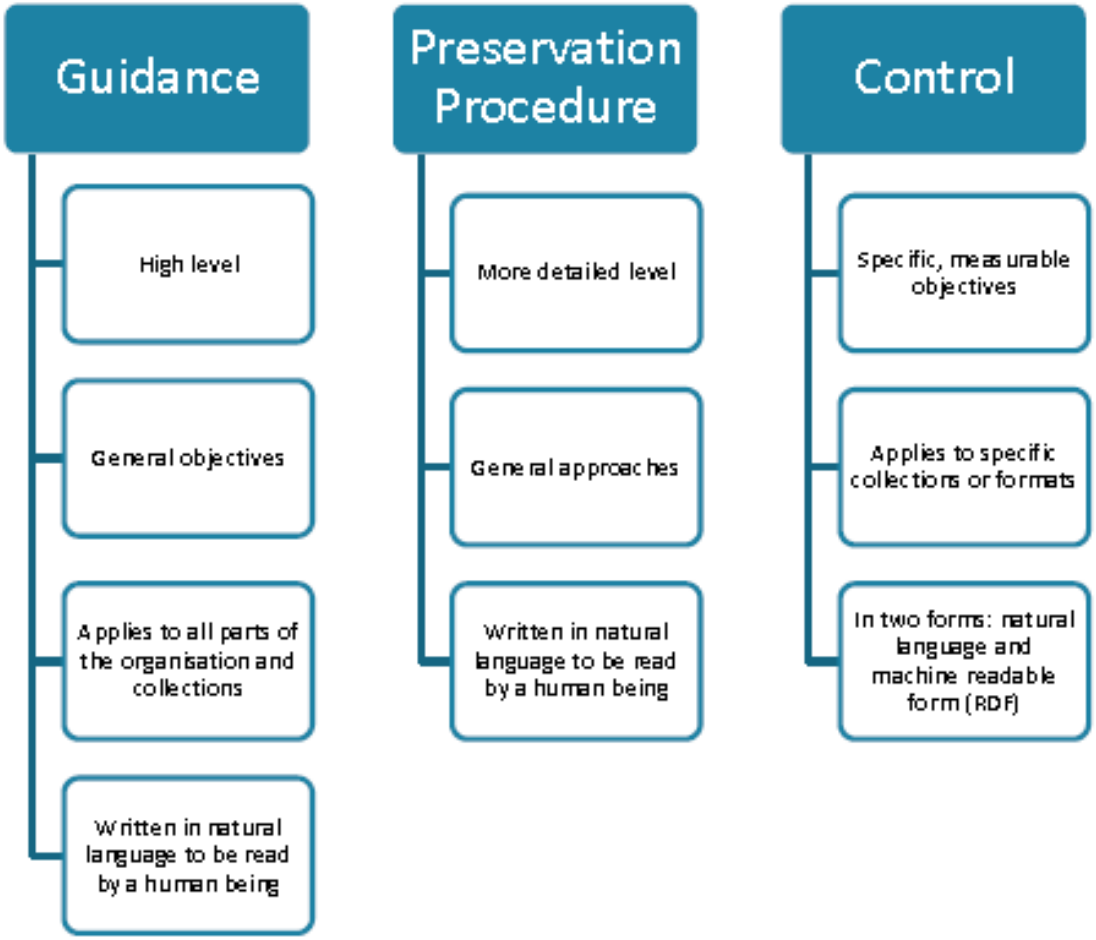
SCAPE Policy Levels



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SCAPE Policy Elements

1. Authenticity
2. Bit Preservation
3. Functional Preservation
4. Digital Objects
5. Metadata
6. Rights
7. Standards
8. Access
9. Organisation
10. Audit and Certification

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APARSEN Project

- Analysis of policies in Cultural Heritage and Research sectors
- Based on desktop research and survey
- Produced a set of 15 recommendations for data policies
- Final report:
  - http://www.alliancepermanentaccess.org/wp-content/uploads/downloads/2014/06/APARSEN-REP-D35_1-01-1_0_incURN.pdf

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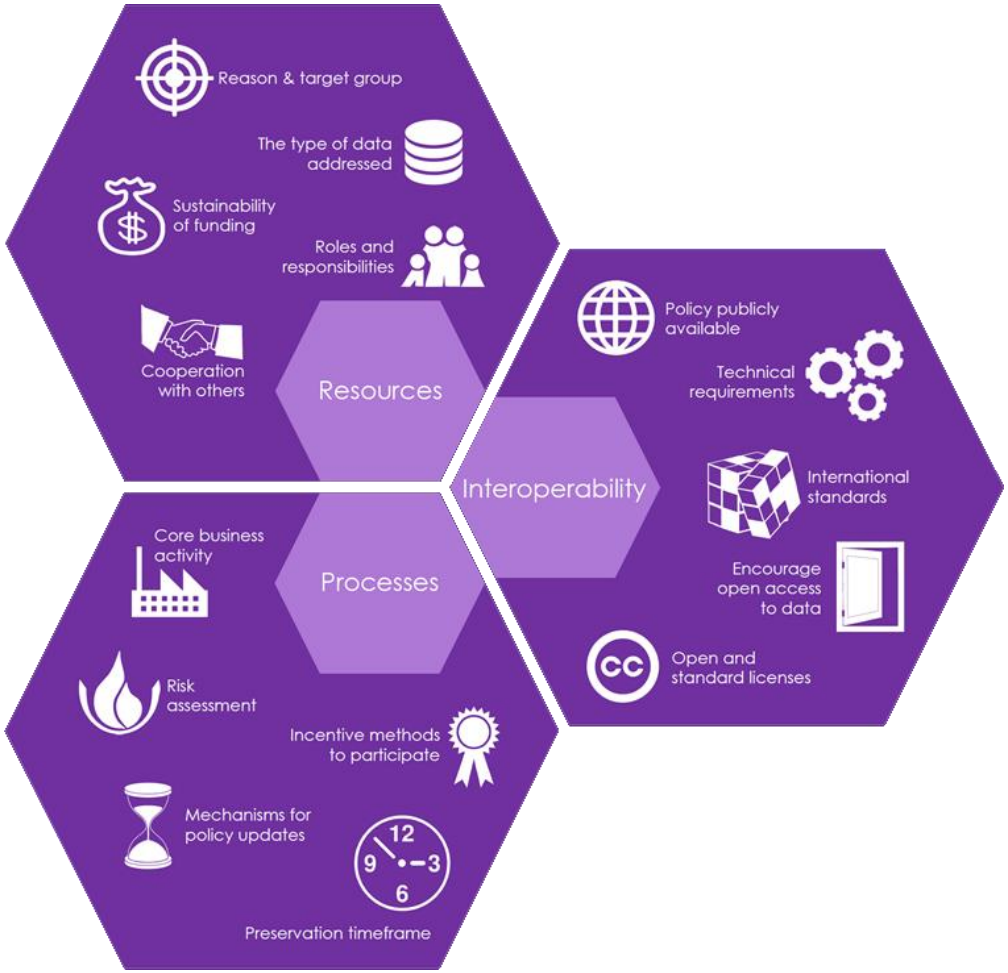
Recommendations for Preservation Policies



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Resources

1. Reason and Target Group
2. Type of Data Addressed
3. Sustainability of Funding
4. Roles and Responsibilities
5. Cooperation with Others

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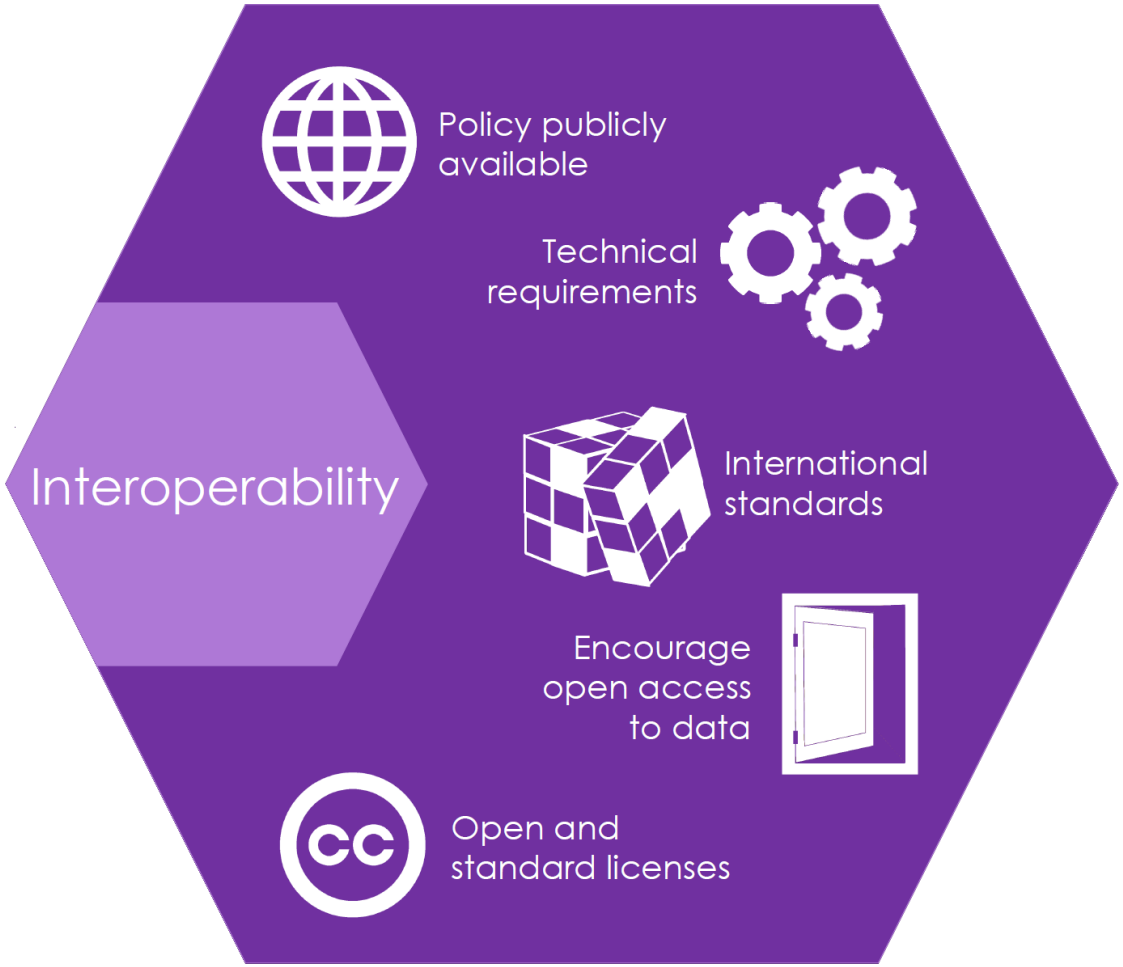
Interoperability



1. Availability of Policy
2. Technical Requirements
3. Standards to be Used
4. Access to Data
5. Copyright and Licencing

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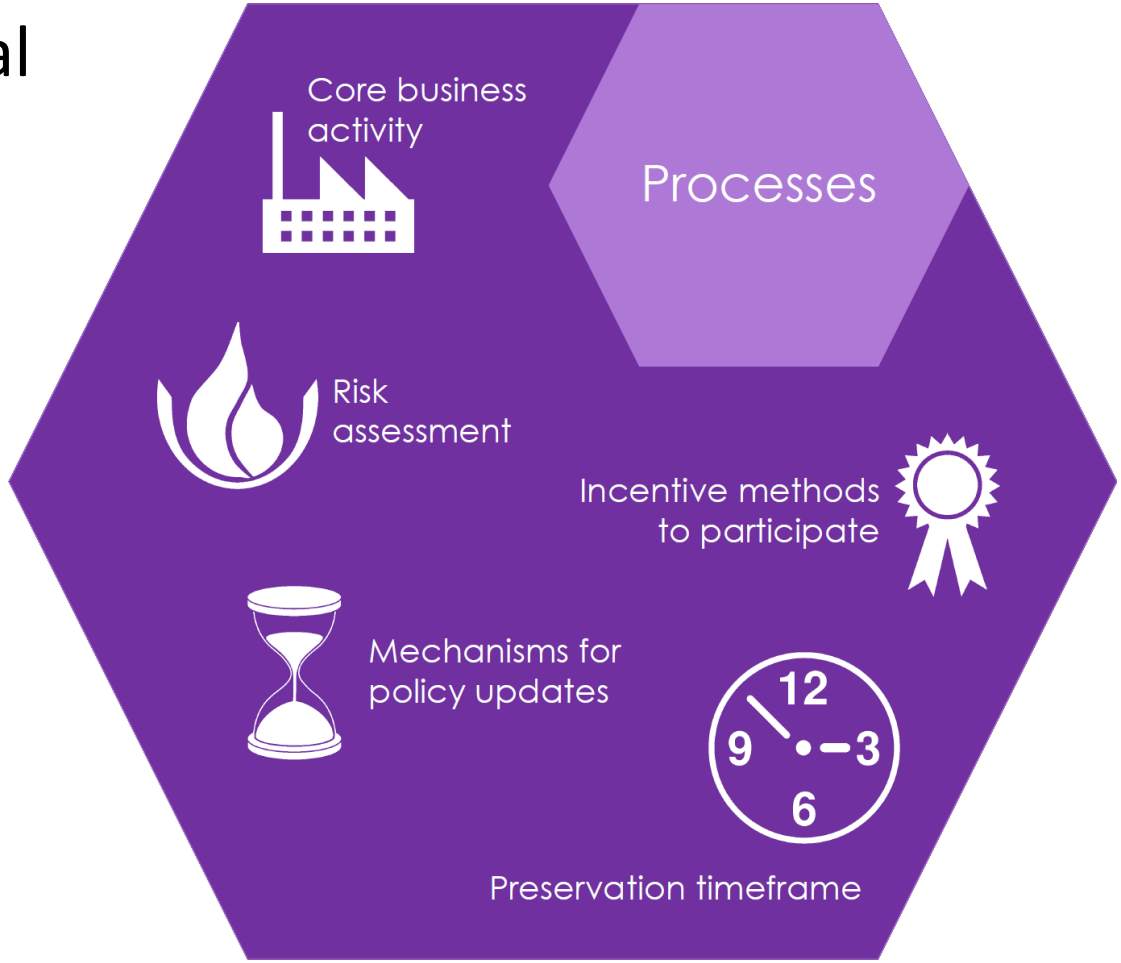
Processes

1. Place in Organisational Activities
2. Risk Assessment
3. Incentives to Participate
4. Policy Updates
5. Preservation Timeframe



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Library of Congress

- Analysis of available preservation policies

http://blogs.loc.gov/digitalpreservation/2013/08/analysis-of-current-digital-preservation-policies-archives-libraries-and-museums/

- Taxonomy of topics covered
- Short report with lots of additional resources!

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LoC Taxonomy

1. Access and Use
2. Accessioning and Ingest
3. Audit
4. Bibliography
5. Collaboration
6. Content Scope
7. Glossary/Terminology
8. Mandates
9. Metadata or Documentation
10. Policy/Strategy Review
11. Preservation Model/ Strategy
12. Preservation Planning
13. Rights and Restriction Management
14. Roles and Responsibilities
15. Security Management
16. Selection/Appraisal
17. Staff Training/Education
18. Storage, Duplication, and Backup
19. Sustainability Planning

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Other Useful Resources

- TNA - DP Policies: Guidance for Archives
  - Includes why important
  - Links to examples

http://www.nationalarchives.gov.uk/documents/information-management/digital-preservation-policies-guidance-draft-v4.2.pdf

- DCC Policy Tools and Guidance

http://www.dcc.ac.uk/resources/policy-and-legal/policy-tools-and-guidance/policy-tools-and-guidance

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Exercise

- Handout with elements from 4 key resources
- Consider how they might apply to your organisation
  - Select one? Mix and match?
- Start to arrange into the order they might appear in a policy
- If you have time, note down a few points you would include in your policy

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