Devising Your Digital Preservation Policy

Learnings from the Digital Preservation at Oxford and Cambridge (DPOC) project
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<th>Time</th>
<th>Sessions</th>
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<tr>
<td>10:30 – 11:00</td>
<td>Introductions</td>
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<td>11:00 – 11:35</td>
<td>Policy landscape (&amp; relationship to digital preservation)</td>
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<td>11:35 – 11:50</td>
<td><strong>Coffee &amp; tea break</strong></td>
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<td>11:50 – 12:10</td>
<td>Policy templates</td>
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<td>12:10 – 12:50</td>
<td>International digital preservation policy review &amp; local policy gap analysis</td>
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<td>12:50 – 13:30</td>
<td><strong>Lunch</strong></td>
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<td>13:30 – 14:10</td>
<td>Authoring process</td>
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<td>14:10 – 14:30</td>
<td>Implementation plans</td>
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<td>Governance</td>
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<td>14:50 – 15:40</td>
<td>Round table discussions (&amp; reporting back to the group)</td>
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<td>15:40 – 16:10</td>
<td>Q&amp;A and wrap up</td>
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The DPC Community is guided by the values set out in the [DPC] Strategic Plan and aims to be respectful, welcoming, inclusive and transparent. It encourages diversity in all its forms and is committed to being accessible to everyone who wishes to engage with the topic of digital preservation.

Communities that fully embrace these values are shown to be more effective, innovative and stronger. The DPC asks all those who are part of this community and/or interacting within DPC spaces to be positive, accepting, and sensitive to the needs and feelings of others. Harassment of any member of the DPC Community will not be tolerated and appropriate steps will be taken to deal with any such issues.

Introductions

The Polonsky Digital Preservation Research Fellows

http://www.dpoc.ac.uk/
Challenges and opportunities

**Challenges**

- Too many/too few policies
- Committee structure
- It takes time
- Governance

**Opportunities**

- Advocacy and outreach
- Getting senior staff on-board
- Thinking about what we do and why we do it
- Linking up policies
- Establishing cross-departmental communication
Challenges and opportunities

Challenges

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What we wish we had known before we started...

Lack of

- Governance structures
- Ongoing organisational commitment
- Organisational strategy (as a whole/for digital)
- ICT/digital policies
- Other policies in general
- Policy writing experience in the organisation
- Document management, templates & frameworks

Too many

- Competing DPOC project priorities
- Policies (with duplication)

Negotiation

- Found good champions earlier on in the process
- Policy would still be viewed as a static document
- Staff attitudes towards policy
- Compromising critical policy principles
- Held my ground more