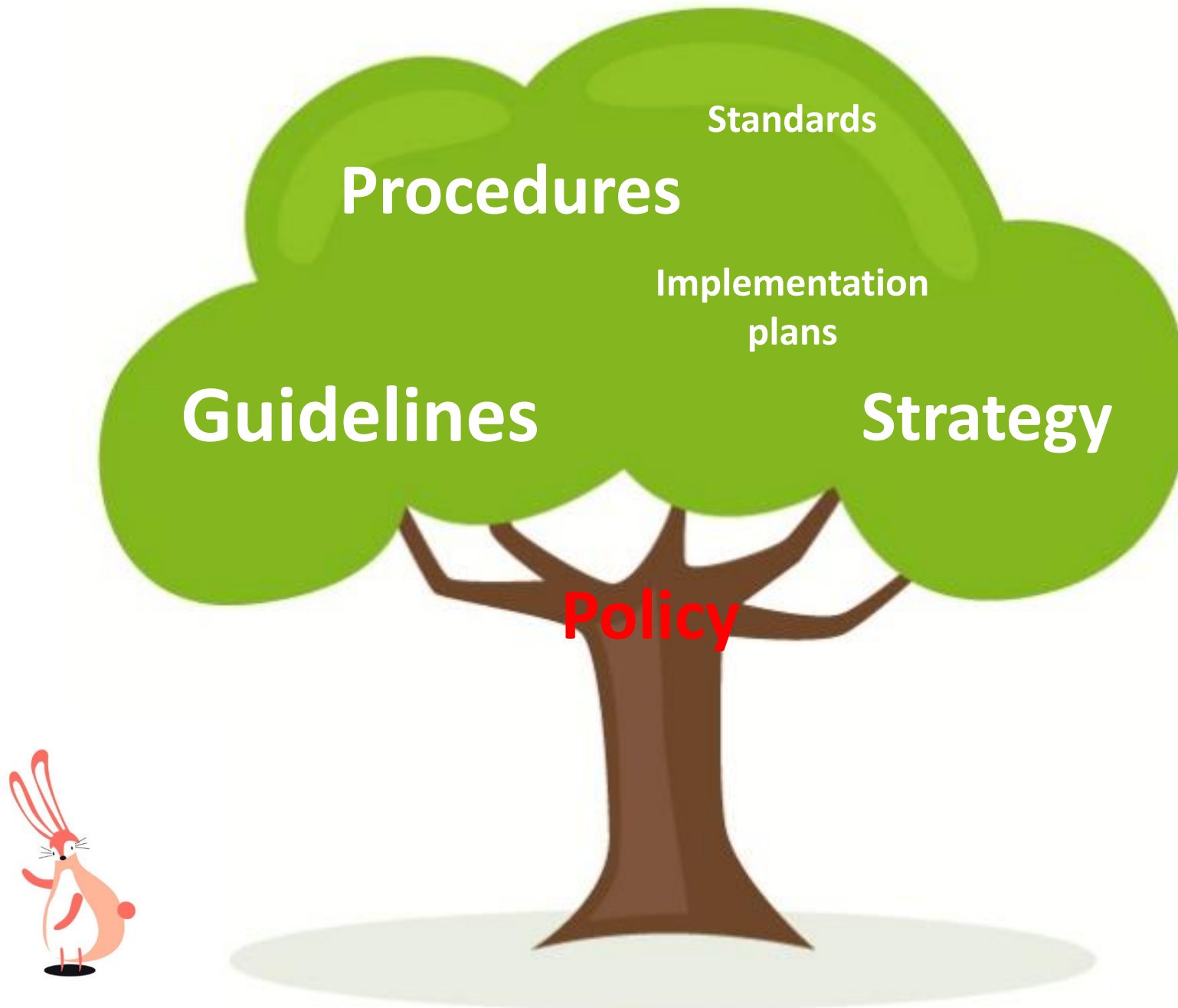# Part 1
Introduction to the policy landscape
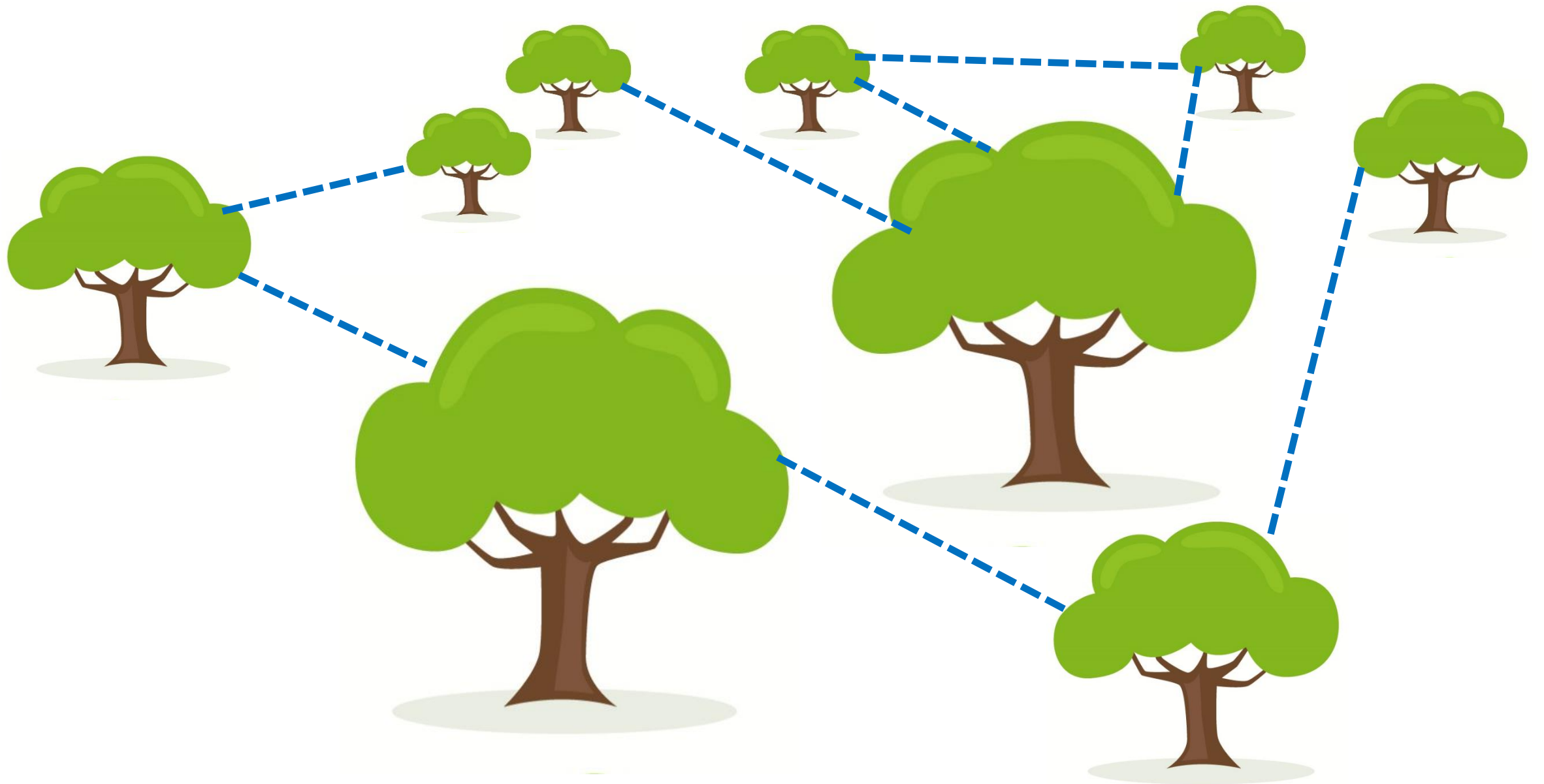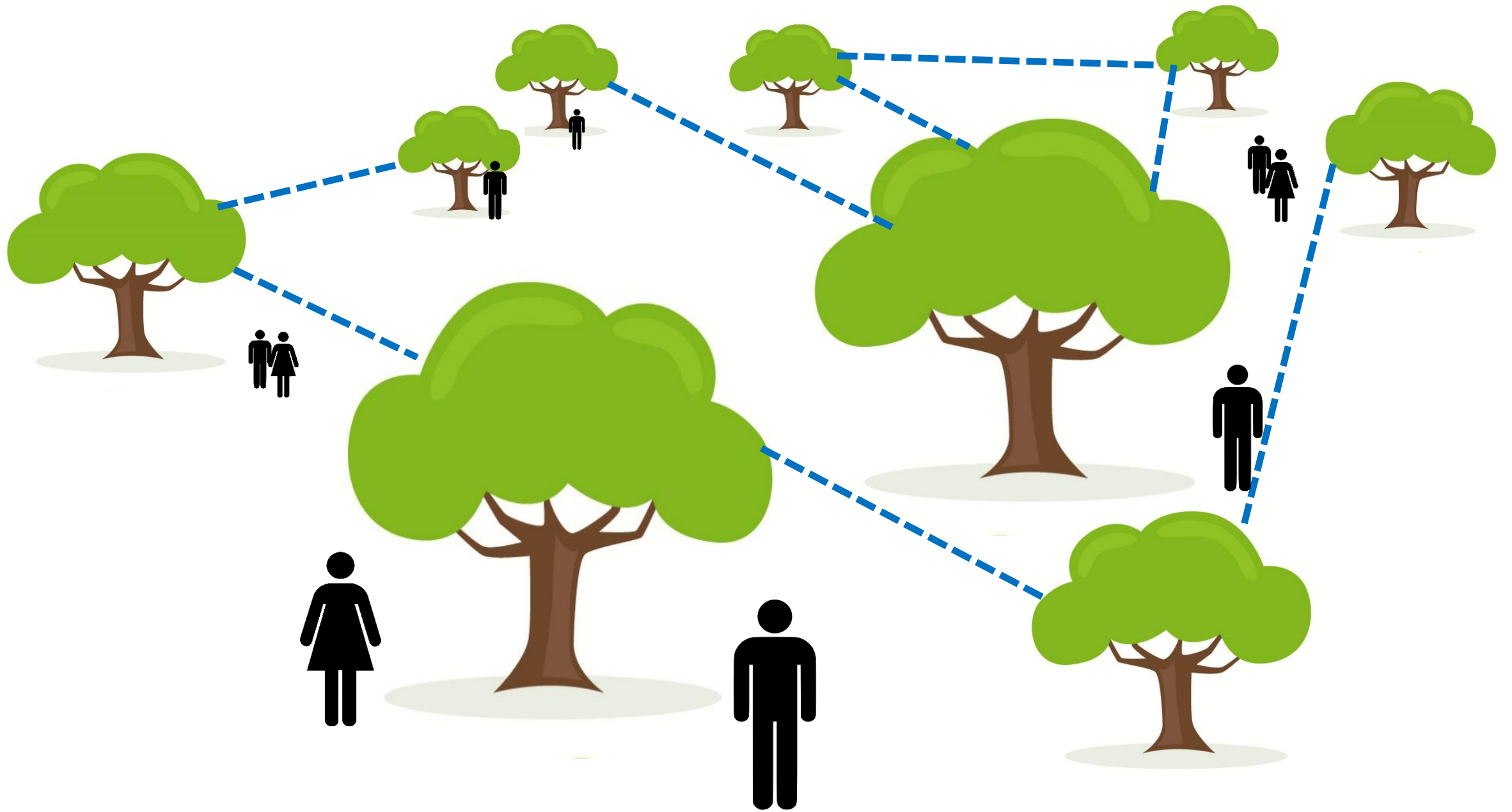

Digitalbevaring.dk

Definitions

- "A course or principle of action adopted or proposed by an organization or individual." – Oxford

- 'A set of ideas or a plan of what to do in particular situations that has been agreed to officially by a group of people, a business organization, a government, or a political party" – Cambridge

Standards

Procedures

Implementation
plans

Guidelines

Strategy

Policy

Document types

- Policy
- Strategy
- Guidelines
- Procedures
- Standards

Document types

- *Policy*
- Strategy
- Guidelines
- Procedures
- Standards

What should a policy do?

- High level principles/rules

- Forms the basis of decision making

- System agnostic

- Stand the test of time

- Understandable to all staff:
  - Free of jargon
  - Can be an advocacy & teaching tool

Document types

- Policy

- *Strategy*

- Guidelines

- Procedures

- Standards

What should a strategy do?

- Often time specific

- A plan for reaching goals and objectives of organisation

- Strategies are oriented towards actions (whereas polices are about decision making)

Document types

- Policy
- Strategy
- *Guidelines*
- *Procedures*
- Standards

- Usually internal
- For practitioners
- Changes often
- Do not have to be system agnostic

- Guidelines:
  "How to do it"

- Procedures
  "Step-by-step instructions"

Document types

- Policy
- Strategy
- Guidelines
- Procedures

- *Standards*

- External or internal
- For practitioners
- Once set, limited amount of change

- Example FADGI

Document types

- *Policy*
- *Strategy*

→ Implementation and communication plans

- Guidelines
- Procedures
- Standards

Document types

Policies can represent...

- Current state
- Aspirational

Policy best practice

- Policy writing as a profession

- Policy and Information Management Education

Policy best practice from other industries

Health care – https://www.policymedial.com (video presentations + blog)

Business management - https://quality.eqms.co.uk/blog/policy-management-best-practices

Compliance management - https://www.navexglobal.com/blog/

Policy best practice = standardisation

Standardise….
- The layout of policy document
- The process for writing policies
- The oversight and governance of policies
- The communication of policies

Policy best practice = standardisation

Standardise….
- The layout of policy document
- *The process for writing policies*
- *The oversight and governance of policies*
- *The communication of policies*

Policy best practice = standardisation

Standardise….

- The layout of policy document → templates
- *The process for writing policies*
- *The oversight and governance of policies*
- *The communication of policies*

Policy best practice = standardisation

Standardise….
- *The layout of policy document → templates*
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Policy best practice = standardisation

Standardise….
- *The layout of policy document → templates*
- The process for writing policies → procedures
- *The oversight and governance of policies*
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Policy best practice = standardisation

Standardise….

- *The layout of policy document → templates*
- *The process for writing policies → procedures*
- The oversight and governance of policies → policy review committees
- *The communication of policies*

Policy best practice = standardisation

Standardise….

- *The layout of policy document → templates*
- *The process for writing policies → procedures*
- *The oversight and governance of policies → policy review committees*
- The communication of policies

Policy best practice = standardisation

Standardise….

- *The layout of policy document → templates*
- *The process for writing policies → procedures*
- *The oversight and governance of policies → policy review committees*
- The communication of policies → centralised + easy overview

Preservation Policy	Policy	Keeping the Library's rich collections in good condition is vital. This policy is used to make sure all the materials are preserved properly.
Privacy Management Plan	Statements and Plans	The State Library is very careful with any personal and health information. Here's our plan for managing it.
Procurement Policy	Policy	The State Library aims to get the best value for money in all its buying activities.
Public Interest Disclosures Policy	Policy	This policy states the Library requirements for the reporting of public interest disclosures (PIDs) and seeks to provide staff with an understanding of their responsibilities, to encourage reporting of wrongdoing.
Public Interest Disclosures Procedure	Procedure	It's very important that Library staff are able to feel protected and safe if they want to report things such as corruption, waste, fraud or maladministration. The State Library is committed to The Public Interest Disclosures Act of 1994 which supports this.
Public libraries policies and guidelines	Guidelines	Information to help local councils and public libraries so they can provide important library services such as planning buildings, accessing collections and creating digital strategies.

Summary – Policy Landscape

- *Digital Preservation policy sits within the wider organisational ecosystem. Good organisational policy frameworks are going to improve its chances of success.*

- *Policy is not just a paper, it's ongoing practice and organisational culture*

- *Policy should address high level principles and 'stand the test of time'*

- *Policy forms the backbone of your other documentation*