

National Libraries and Archives Working Group (NatLA WG) – Terms of Reference

V2.0 Draft for comment

27/10/2022

Version	Date	Name	Change Details
0.1	07/10/2018	MPennock	Initial draft
0.2	16/10/2018	LJohnston	Revision
0.3	17/10/2018	MPennock	Updated subjects of interest
1	07/12/2018	MPennock	Updated after comments from members
1a	19/12/2018	MPennock	Final version after initial telcon on 07/12/2018
1b	01/05/2019	PWheatley	Updated list of members
2.0	26/10/2022	PWheatley	Revised format, new membership scope and other changes relating to re-launch
2.1	19/01/2022	MPennock	Minor changes

Purpose

The DPC operates a number of [working groups](#) to support different sectors or disciplines in exchanging information specifically about their shared challenges and solutions. Digital preservation is a challenge for memory institutions around the world. Whilst institutions typically face a core set of very similar challenges regardless of their size, institutions operating at a national level typically share a specific sub-set of challenges relating to their scale or regulatory mandate. The National Libraries and Archives Working Group (NatLA WG) provides a forum specifically for National Libraries and National Archives to discuss their unique issues. Specifically, the purpose of this WG is to:

- Provide a regular and effective forum for digital preservation knowledge exchange across the institutions, particularly relating to known issues and practical work being undertaken.
- Support collaboration between institutions wishing to address shared challenges

Membership

Membership of the Group is open to applications from institutions whose main role is the National Library and/or Archive of a particular nation. Where responsibilities are divided between more than one institution, applications will be considered on an individual basis.

In order to keep numbers manageable, each institution is invited to nominate one senior member of staff with responsibility for digital preservation as their primary contact. Additional staff or delegates may join meetings as appropriate, agreed in advance with the secretariat or chair. Guests may be invited on occasion for discussion around specific subjects.

Representatives who join this WG will be added to the digital-preservation-natlam@jiscmail.ac.uk mailing list, where meetings will be advertised and joining information will be shared. This list may also be used for discussion with the members

The meetings will be chaired by one of Maureen Pennock (BL), Leslie Johnston (NARA), William Kilbride (DPC) or Paul Wheatley (DPC). Note taking and administrative support will be provided by the DPC's Administration Manager.

Values

The WG is established under the auspices of the DPC Executive Board. As such it will adopt the constitution, norms and values of the DPC. Consequently, within the terms of reference it will:

- care for our members, resources, people and environment:
- maintain neutrality in respect to solutions, approaches, sectors, suppliers and vendors.
- be open, transparent and accountable to members.
- amplify the needs and successes of our members.
- be open to all stakeholders with a presumption of positive intent.
- respond to the needs of members in the delivery of services.
- be authoritative, current and concise in all our publications and communications.
- be respectful, welcoming, inclusive and transparent in all our dealings.
- be evidence-led, making effective use of data in decision making.

The WG will act on its values and be transparent with respect to how they are implemented.

The Sub-Committee meets under the DPC's Inclusion and Diversity policy. DPC 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 united. Therefore we expect participants 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. For more information, see the [DPC Inclusion and Diversity Policy](#).

Conflicts of interest and confidentiality

Any conflicts of interest should be declared at the start of each meeting, particularly if a potential conflict relates to the provision of preservation services. Participants are encouraged to raise any concerns about conflicts of interest with the chair.

Discussions relating to particular people, organizations or products should be treated confidentially.

Scope

Subjects of interest to the group include:

- Digital Preservation Program Metrics
- Approaches to Counting
- Digital Preservation Program Assessments
- Advocacy/Describing the Work
- Sharing Documentation
- Training Resources
- Sharing System Requirements
- Strategies for working with Legacy Hardware/Media
- Research into new types of content
- Staffing/Organizational Structure

Activities in scope include:

- Sharing digital preservation knowledge, experience, and documentation across institutions with a focus on emergent challenges, annual work plans, and operational issues/structures
- Discussion on strategy and policy to support operational digital preservation activities

- Supporting collaboration between two or more member institutions to further new or otherwise prioritised digital preservation issues (e.g., through formation of further working groups), without extending to shared delivery or technical implementations
- Maintaining awareness of funding opportunities to support more formal collaboration and research

Out of scope:

- Defining new standards
- Vendor engagement

Frequency and timing

The WG will meet every 2 months and will do so on an alternating time schedule to facilitate as best as possible, participation of members from around the world. The Group will meet for an hour at a time, on the Zoom platform.

Outputs

The WG will not ordinarily provide any specific outputs beyond the discussion and knowledge exchange facilitated by the meeting.

Recordings of the meetings will not be taken as this may restrict the frank and open flow of discussion. Brief summary notes from each meeting will be taken, recording any actions and a summary of discussion points. This will be made available to WG members only, via the email list.

Agenda

Each meeting will be advertised in advance with a particular theme that will guide discussions for a significant part of each meeting, and will be introduced by one of the members. Members are encouraged to nominate subjects for discussion and play a leading role in opening up discussions on subjects they nominate.

Evaluation

The WG will be evaluated as part of the DPC's overall and ongoing evaluation of the effectiveness.