

DPC Translations Policy

The Digital Preservation Coalition (DPC) exists to secure our digital legacy, enabling our members to deliver resilient long-term access to digital content and services, helping them to derive enduring value from digital assets and raising awareness of the strategic, cultural and technological challenges they face. We achieve our aims through advocacy, community engagement, workforce development, capacity-building, good practice and good governance.

Over the years our work has included the production of many guides and reports which have supported the development of digital preservation tools and standards, as well as the professional community engaged in digital preservation. These resources are predominantly in English although they are of universal relevance. The translation of DPC material into other languages is therefore a vital way of supporting the digital preservation community across the world, and a key part of the DPC's internationalization strategy.

This Translations Policy describes the essential practices and processes for the provision of translations. It accompanies the DPC's Translations Strategy that sets out the DPC's plans for identifying, translating and making available a set of DPC resources in different languages. The purpose of this policy is to describe the essential practices and processes for the provision of translations. The following sections provide information and guidance on the formal process for requesting, producing, and disseminating translations of DPC material.

Translation Process

What Can be Translated?

The DPC welcomes requests to translate any of its material (e.g. guides, reports, blog posts, papers). If you would like to see a particular DPC publication or resource translated into another language, please let us know the name of the material and requested language via email to info@dpconline.org

Who Can Translate?

A translation can be contributed by any DPC member or stakeholder of the global digital preservation community through one of two routes:

1. DPC-initiated requests for the translation of identified material
2. Self-identified requests to translate DPC material (in which a member or stakeholder has identified themselves or someone else as the proposed translator)

We recommend to only undertake translation when one is a native speaker or has excellent skills in the language in question.

The translation must also be reviewed and confirmed by at least one native speaker of the language with an understanding of the digital preservation context. Reviews are necessary to ensure quality, as digital preservation texts often include very technical and subject-specific terminology and may require several review iterations and discussion before a final version is complete. This role of reviewer(s) for quality assurance can similarly be a DPC member or stakeholder of the global digital preservation community, and proposed in the self-identified request or selected by the DPC.

Self-Identified Translation Requests

Those with self-identified translation proposals should submit a request with the name of the DPC resource they wish to translate and the contact information for the proposed translator and other individuals to be involved in the process (e.g. reviewer, organizational contacts) via email to info@dpconline.org

Overview of Process

The process for translation generally follows these steps:

- A member of DPC staff arranges a meeting to discuss the translation with the proposed translation team, Executive Director, Training Officer, and relevant DPC staff.
- The DPC returns a formal agreement for the translation. This is typically a Memorandum of Understanding by the Executive Director sent to the designated primary contact for the translation team.
- The translation team agrees to the Memorandum of Understanding.
- The translation team submits the draft of translation to DPC with points of contact for all those who have reviewed and approved the translation.
- The DPC reviews the translation. Please note that, as DPC also has a stake in the quality and reputation of the translated version, this may include sending the draft for quality assurance by a native reader for an independent peer review.
- The DPC will contact to confirm they have reviewed the translation, and that they either support its publication or request revisions if necessary. Please note that, depending on the technical and subject-specific terminology of the material, there may be several review iterations and revisions before the final version is complete.
- The DPC and other agreed parties will publish/disseminate the translation

Copyright and Licensing

It is our aim that the translation will primarily deliver benefits to an identifiable DPC member organization, but that there should also be a benefit the broader DPC community. Most DPC material is made available under an Open Government License v3.0 <http://www.nationalarchives.gov.uk/doc/open-government-licence/version/3/> so that they can be re-used as widely as possible.

DPC will retain existing branding and credits in the material, and open to having additional logo and branding on the translated material.

The use made of DPC material is one of our core impact measures so there is a need to ensure the resulting web analytics are available. For this reason, DPC would typically upload the translation on to the DPC website. Additionally, the DPC will assign a DOI to the translation. This means that users would not need to know the report was served from the DPC website: other organizations could link to it from any source page. It also means we would be committed to maintaining the URL indefinitely (meaning the translator does not need to do so).

Short- and Long-term arrangements

Periodically our resources will be updated and new versions published. The frequency of these updates and new versions depend on the resource. When this occurs, the translated version would also need to be updated. DPC would first like to return to the original translator as required to make the updates. This would not necessarily be a re-translation of the complete text, and where possible we would track and highlight the changes to be updated. The details of these short- and long-term arrangements will be discussed and agreed upon within the Memorandum of Understanding.

Further Information

- For questions relating to translations, opportunities, uses, or improvements, email info@dpconline.com