Selection > Rights & Responsibilities > Technical / Costs > Documentation & Metadata / Costs

SELECTION OF VERSION AND CONTENT

Selection 1
Does the content of this resource fall within the institutional remit/collection development policy?

YES Go to S4
NO Go to S2

Help with Selection 2
Decisions on long-term value will include consideration of the following:
- Is there a legal requirement associated with the material?
- Is the material of high value to your institutions' business/mission?
- Is the information content of high quality?
- Do you have or can you negotiate acceptable access arrangements?
- Could it reasonably be considered to be an important example of its type?
- Is it likely to be required for future research?
Answering 'yes' to one or more of the above questions should automatically mean selection for long-term preservation if no one else has accepted preservation responsibility.

SELECTION OF VERSION AND CONTENT

Selection 2
Does assessment of long term value justify preservation?

YES Go to S4
NO Go to S3

Advice 1: Don't acquire.
Advice 2: Acquire for use but not preservation.
For further help in developing a policy on selection of digital materials for long-term preservation please go to Guidance at http://www.dpconline.org/graphics/handbook/dec-tree-end.html

SELECTION OF VERSION AND CONTENT

Selection 3
Do you need to acquire for other purposes, e.g. reference?

YES Proceed to Rights and Responsibilities
NO See Advice 2

Advice 2: Acquire for use but not preservation.

For further help in developing a policy on selection of digital materials for long-term preservation please go to Guidance at http://www.dpconline.org/graphics/handbook/dec-tree-end.html

SELECTION OF VERSION AND CONTENT

Selection 4
Does the resource exist in multiple media formats (e.g. print and digital)?

YES Go to S5
NO Proceed to Rights and Responsibilities

SELECTION OF VERSION AND CONTENT

Selection 5
Should the digital version be selected for preservation?

YES Proceed to Rights and Responsibilities
NO See Advice 2

Help with Selection 5
Decisions will include consideration of the following factors:
- Predicted preferred format of users;
- Technical considerations regarding ease of use and ability to maintain over time;
- Whether the resource is required short-term only;
- Whether there are significant variations between formats for them to be considered different versions;
- Whether functionality of one version offers greater scope for use.

Advice 2: Acquire for use but not preservation.
For further help in developing a policy on selection of digital materials for long-term preservation please go to Guidance at http://www.dpconline.org/graphics/handbook/dec-tree-end.html
Selection > Rights & Responsibilities > Technical / Costs > Documentation & Metadata / Costs

**Rights 1**
Does acquisition automatically confer a preservation responsibility (e.g. legal deposit acquisition / evidential requirements)?

- **YES**
  - Go to R4

- **NO**
  - Go to R2

**Help with Rights 1**
See: 2.2.2 Organisational issues: Roles on the DPC website at http://www.dpconline.org/graphics/digpres/presissues.html#roles1

**Rights 2**
Has preservation responsibility been accepted elsewhere?

- **YES**
  - Go to R3

- **NO/Don’t Know**
  - Go to R4

**Help with Rights 2**
If preservation responsibility has been accepted elsewhere, decisions on whether you might also wish to take on preservation responsibility will include consideration of the following:

- Has preservation responsibility been undertaken only for the short-term?
- Does the infrastructure of the organisation elsewhere pose any doubts as to the ability to guarantee long-term access to the resource?
- Are there any access conditions imposed which your organisation would consider unacceptable?
- Has responsibility elsewhere been taken only to mirror the resource, i.e. to provide access but not necessarily to guarantee long-term preservation?

**Rights 3**
Do you require a higher degree of preservation commitment or access to this resource than offered elsewhere?

- **YES**
  - Go to R4

- **NO**
  - See Advice 2

Advice 2: Acquire for use but not preservation.

**Rights 4**
Do you have (or can you negotiate) acceptable arrangements for acquisition and/or transfer, including frequency of ingest appropriate to the resource and your business model?

- **YES**
  - Go to R6

- **NO**
  - Go to R5

**Help with Rights 4**
See: 3.4 Rights management on the DPC website at http://www.dpconline.org/graphics/inststrat/rights.html

**Rights 5**
Re-evaluate acquisition. Is the resource worth acquiring and preserving even if there are undesirable restrictions on accepting the material?

- **YES**
  - Go to R6

- **NO**
  - See Advice 3

Advice 3: Acquire the resource but document that long-term preservation may not be feasible.

**Rights 6**
Do you have (or can you negotiate) the rights to transfer to different carriers and/or different formats for the purposes of preservation?

- **Yes**
  - Proceed to Technical/Costs

- **NO**
  - See Advice 3
Selection > Rights & Responsibilities > Technical / Costs > Documentation & Metadata / Costs

**TECHNICAL**

**Technical 1**
Is the resource in a file format you can manage now and in the future, or can you negotiate for the source to supply the resource in a manageable file format?

- **YES**  
  Go to T3
- **NO**  
  Go to T2

**Help with Technical 1**

---

**TECHNICAL**

**Technical 2**
Is it technically feasible for you to transfer the material to a more manageable file format?

- **YES**  
  Go to T3
- **NO**  
  Go to Costs 1

**Help with Technical 2**

---

**TECHNICAL**

**Technical 3**
Is the resource available to you online or on a physical carrier?

- **Online**  
  Go to T4
- **Physical**  
  Go to T6

**Help with Technical 3**

---

**TECHNICAL**

**Technical 4**
Are you able to collect or receive the resource via a suitable and secure method (i.e. to acquire a copy of the resource not just access rights to their copy)?

- **Yes**  
  Go to T5
- **No**  
  See Advice 3

**Help with Technical 4**

---

**TECHNICAL**

**Technical 5**
Can you store and manage the material with a suitable online or offline storage and management system including enough available storage space?

- **YES**  
  Proceed to Documentation
- **NO**  
  Go to Costs 2

**Help with Technical 5**

---

**Advice 3:** Acquire the resource but document that long-term preservation may not be feasible. For further help in developing a policy on selection of digital materials for long-term preservation please go to Guidance on the DPC website at http://www.dpconline.org/graphics/handbook/dec-tree-end.html
Advice 3: Acquire the resource but document that long-term preservation may not be feasible.


**Help with Costs 2**
See: 2.1 Strategic Overview: How much does it cost? on the DPC website at http://www.dpconline.org/graphics/digpres/stratoverview.html#how2

**Help with Technical 6**
See: 5.1 Media on the DPC website at http://www.dpconline.org/graphics/medfor/media.html
**TECHNICAL**

**Costs 4**

Are you willing and able to accept the costs and risks of trying to manage the material on this carrier?

**YES**

Proceed to Documentation

**NO**

See Advice 3

**Advice 3:** Acquire the resource but document that long-term preservation may not be feasible.


---

**Help with Costs 4**

Assessment of the cost-benefit of reformatting standard storage media will vary from institution to institution. The following issues indicate factors which may be taken into account before deciding whether it is cost-effective:

- Stability of format (e.g. optical disks tend to be more stable than floppy disks*)
- Storage capacity of the media
- Volume of material
- Ease of access if high use is anticipated.
- Copyright. Whether permission has already been received from the owner to reformat to other offline or online storage.
- Operational considerations (e.g. it may be more efficient to re-format all onto a common carrier rather than selecting only certain categories)

See also:
2.1 Strategic Overview: How much does it cost? on the DPC website at http://www.dpconline.org/graphics/digpres/stratoverview.html#how2
Advice 4: Acquire the resource for long-term preservation.


Advice 3: Acquire the resource but document that long-term preservation may not be feasible.

Advice 4: Acquire the resource for long-term preservation.