# NEDCC Digital Preservation Policy Template

**Primary Policy Aims:** Write an introduction to your policy making sure to include the following important aspects of the policy:
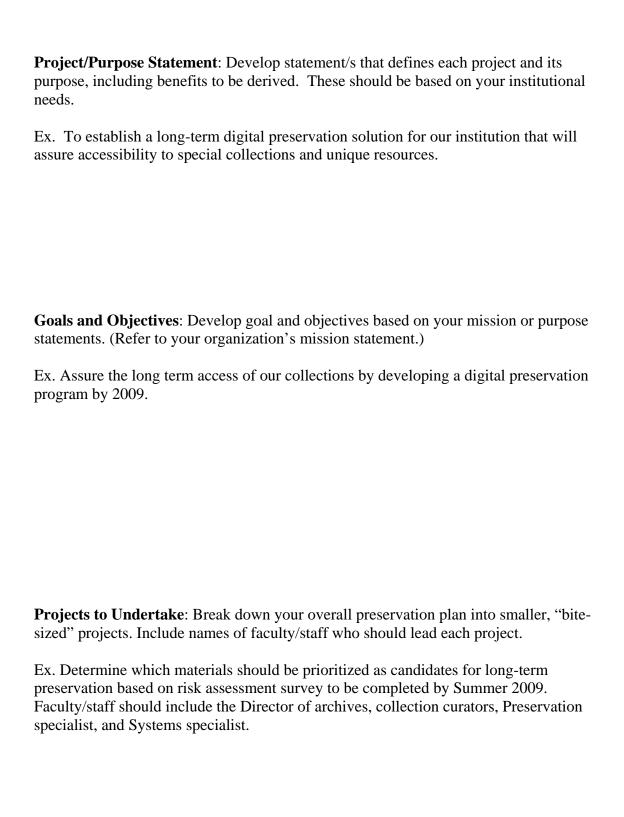
- To provide guidance & authorization on preservation of digital materials
- To ensure the authenticity, reliability and long-term accessibility of these materials
- To explain how digital preservation can serve major needs of an institution
- To state principles & rules on specific aspects which then lay the basis of implementation

**Risk Assessment**: Develop a risk assessment statement for your institution. Think about your institution's digital holdings and their degree of risk in terms of 1) your technical infrastructure and 2) each collection's digital formats, storage media, metadata, origin (born digital or reformatted), condition of originals.

Ex. Our institution and its collections are currently at high risk as we do not engage in a preservation strategy. We have digital collections with a wide range of formats, some of which have are becoming obsolete (e.g. CGI), and we lack important metadata, particularly technical and preservation metadata.

**Needs Statement**: Develop a digital preservation needs statement based on your institutional risk assessment.

Ex. Our digital resources are part of our collections, and as such, they require a collection development policy that establishes a selection, retention, and preservation program to assure their long term accessibility.

**Project/Purpose Statement**: Develop statement/s that defines each project and its purpose, including benefits to be derived.  These should be based on your institutional needs.

Ex.  To establish a long-term digital preservation solution for our institution that will assure accessibility to special collections and unique resources.

**Goals and Objectives**: Develop goal and objectives based on your mission or purpose statements. (Refer to your organization's mission statement.)

Ex. Assure the long term access of our collections by developing a digital preservation program by 2009.

**Projects to Undertake**: Break down your overall preservation plan into smaller, "bite-sized" projects. Include names of faculty/staff who should lead each project.

Ex. Determine which materials should be prioritized as candidates for long-term preservation based on risk assessment survey to be completed by Summer 2009. Faculty/staff should include the Director of archives, collection curators, Preservation specialist, and Systems specialist.

**Organizational Commitments**: What *non-financial* resources do you anticipate needing from your institution in order to accomplish these goals and projects?

Ex. Determine materials for prioritization (above): staff time, meeting room, computer for viewing selected files, guidelines from Director regarding her/his top priorities, a budget to enable planning (including both the estimated cost of preservation per GB and the amount of financial backing expected, potentially a spot in library newsletters and other campus-based PR outlets).

**Financial Commitments**: What *financial* resources do you anticipate needing from your institutional in order to accomplish these goals and projects?

Ex. Determine materials for prioritization (above): possible consultant to work through selection process, possible funding to transform files into a more maintainable format for ingest into a preservation system.

**Personnel**: List key people to involve and the roles they will undertake.

Ex. Attorney/General Counsel: review contracts with collaborative or vendor-based options, advise on IP issues.

**Preservation & Quality Control**: Develop goal and objects based on mission or purpose statement(s). Can be very general or very detailed (e.g., content types, digital formats, content sources, management strategies including emulation and migration, decision-making tools, deployment strategies for in-house and outsourcing options).

Ex. Our project will preserve the following Digital Content Types: Email files, .txt; Audio files, including .aif, .wav, .au; Video files, including .rm, .mp4; Text files, .doc, .rtf, .pdf.

**Preservation Metadata**: Provide a statement on the role, use and creation of preservation metadata.

Ex. Our project will follow appropriate national standards and best practices that fit our collections as established by organizations including LC, NARA, DLF, and others.

**Roles & Responsibilities**: Define roles & responsibilities of participants in long-term digital preservation; can be general or detailed by organization and roles (e.g., library/archive, parent organization, creator, external partners or vendors).

Ex. Custodian    Provides the preservation technology to support collections, provides curatorial support (including the creation of proper metadata) for collections; prepares collections for ingest, monitors collections within the preservation system.

**Training/Education**: Describe your institution's commitment to and plans for continuing training and education of staff working in digital preservation.

Ex. Our institution will invest in training opportunities that will meet the specific needs of preservationists, metadata specialists, systems specialists, archivists, and legal specialists. These individuals will be expected to train the rest of our personnel about various aspects of digital preservation.

**Evaluation and Updating**: Describe the processes and timeline for review and updating of the plan.

Ex.  The digital preservation plan will be revised annually, copies of the plan will be available on our institution's website