

Digital preservation policy

1. Summary

- 1.1. Bodleian Libraries preserves its digital collections with the same level of commitment as it has preserved its physical collections over many centuries. Digital preservation is recognized as a core organizational function which is essential to Bodleian Libraries' ability to support current and future research, teaching, and learning activities.
- 1.2. The purpose of the digital preservation policy is to provide a statement on Bodleian Libraries' ongoing commitment and approach to preserving its digital collections.

2. Related policies

- 2.1. The digital preservation policy (henceforth called 'the Policy') should be read in conjunction with Bodleian Libraries' Collection Management policies, post-cancellation access policy, metadata policy, Special Collection persistent identifier policy, DOI assignment policy, and digitization policy.

3. Target audience

- 3.1. The Policy applies to Bodleian Libraries staff who create, collect, purchase, or manage digital collections held by or on behalf of Bodleian Libraries. The policy is also of interest to collection donors, funding bodies, researchers, and users of Bodleian Libraries' digital collections.

4. Mandate and task

- 4.1. Bodleian Libraries collects, creates and provides access to collections on behalf of members of the University of Oxford and the wider world of scholarship. Through preserving its unique digital collections, Bodleian Libraries enables the University of Oxford's vision to support research and education on a national and global scale.
- 4.2. As a legal deposit library, Bodleian Libraries has a legal mandate to collect digital collections acquired under UK non-print legal deposit legislation (2013). In collaboration with the UK's other five legal deposit libraries, Bodleian Libraries is committed to contributing towards the preservation of non-print legal deposit collections on behalf of current and future generations.

5. Policy statement

5.1. Scope

- 5.1.1. The Policy applies to all digital content *held for the purpose of long term preservation* by or on behalf of Bodleian Libraries.
- 5.1.2. The Policy also applies to metadata and persistent identifiers associated with such digital content.
- 5.1.3. **Content covered by the Policy is:**
- Scholarly outputs, including:
 - Published monographs and journals
 - Pre-prints (*as collected by ORA*)
 - Research data and supporting documentation (*as collected by ORA*)
 - Student thesis (*as collected by ORA*)
 - Archives and records managed by Bodleian Libraries' Special Collections, including:
 - Personal archives
 - University archives, including the archives of Bodleian Libraries
 - Organizational archives of third parties
 - Web archives
 - Digitized facsimiles of physical collections (if selected for retention), including:
 - Images
 - Audio visual material
 - Transcripts
- 5.1.4. **Content not within scope of the Policy is:**
- Any digital content that is not intended for permanent retention, which is instead governed by general IT policy.
 - Administrative data in active use, which is instead governed by departmental practices and relevant statutory regulations.
 - Web applications hosted on behalf of external organizations or individuals, which are instead managed in accordance with Service Level Agreements.

5.2. Principles

5.2.1. Bodleian Libraries aims to take a proactive and risk-managed approach to digital preservation. It recognizes that preserving access to digital content requires ongoing planning, active management and organizational commitment from the point of creation or accession. Bodleian Libraries' principles for implementing digital preservation are all underpinned by this approach.

5.2.2. Collecting and creating

5.2.3.1. Bodleian Libraries strives to create and manage its digital content in accordance with standards which are commonly adopted within the heritage sector and digital preservation community.

5.2.3.2. Where Bodleian Libraries is able to influence the creation of digital content, it aims to acquire and create these in sustainable formats.

5.2.3. Preservation of content managed by Bodleian Libraries

5.2.3.1. Technical infrastructure

5.2.3.1.a. Bodleian Libraries will invest in and support the technical infrastructure required to carry out preservation of its digital content.

5.2.3.1.b. Bodleian Libraries recognises that digital content requires management beyond the lifespan of the technical infrastructure and systems currently used to manage it. Systems used for managing digital content are chosen and/or developed using appropriate and tested exit strategies for digital files, metadata and persistent identifiers.

5.2.3.1.c. Bodleian Libraries will maintain technical infrastructure for monitoring and reporting on systems and content, as is required to undertake preservation activities and proactive planning.

5.2.3.1.d. Bodleian Libraries will continue to document, monitor and refresh its technical workflows and processes over time.

5.2.3.1.e. Wherever possible, Bodleian Libraries favours the adoption of open, community-led standards and tools for digital preservation rather than closed or proprietary solutions.

5.2.3.2. Preservation activities

5.2.3.2.a. Bodleian Libraries will actively monitor its content for corruption and unauthorized changes.

5.2.3.2.b. Bodleian Libraries may undertake preservation activities, such as conversions from one file format to another, to ensure that digital content can render in current computing environments.

5.2.3.2.c. Any preservation activities performed on digital content should be tested, evidenced-based and recorded.

5.2.4. Preservation of content not managed by Bodleian Libraries:

5.2.4.1. Non-print legal deposit

Non-print legal deposit content is managed by the British Library on behalf of all six UK legal deposit libraries. Bodleian Libraries commits to, where appropriate, engage with and advise on preservation of externally held non-print legal deposit content in line with the principles of its own digital preservation policy.

5.2.4.2. E-subscription content

5.2.4.2.a. Bodleian Libraries considers long-term access at the point of purchasing content, in line with its Post Cancellation Access policy.

5.2.4.2.b. Bodleian Libraries supports and recognizes the importance of digital archiving services for e-subscription content, such as LOCKSS, CLOCKSS, Portico and the Keepers Registry.

5.2.5. Sustainability

5.2.5.1. Bodleian Libraries aims to enact a well-balanced and robust funding model for digital preservation.

5.2.5.2. Bodleian Libraries will collaborate with other departments in GLAM, the wider University and peer institutions to achieve economies-of-scale and improved sustainability of its digital preservation capabilities.

5.2.6. Workforce development

5.2.6.1. Bodleian Libraries will ensure that it has dedicated staff with relevant skills to support preservation of its digital content.

5.2.6.2. Staff responsible for managing and preserving digital content will be provided with professional development opportunities to ensure they can fulfil the requirements of their job roles.

5.2.1. Collaboration

Bodleian Libraries aim to foster partnerships with organisations around the world (such as the Digital Preservation Coalition, Open Preservation Foundation and the Digital Curation Centre) to share its experience of preserving digital content and further the state of the art in digital preservation.

6. Roles and Responsibilities

6.1. Responsibilities

In-house content	Responsibility for the preservation of digital content held by Bodleian Libraries lies primarily with relevant digital repository service owners and subject experts, who develop and manage collections, have responsibility for service policies and are the primary point of contact for creators and users of digital materials.
E-subscription content	Bodleian Libraries' Electronic Resources Team are responsible for advising subject librarians on licensing terms for e-subscription content and for encouraging uptake of Bodleian Libraries' post-cancellation access policy. The team are also responsible for managing Bodleian Libraries' LOCKSS box and LOCKSS subscription.
Digital preservation support	Bodleian Libraries' Digital Preservation Officers are responsible for maintaining digital preservation monitoring and reporting

	<p>system(s) to support preservation of the content covered in the Policy.</p> <p>The Digital Preservation Officers are responsible for providing dedicated support, advice and training to Bodleian Libraries' digital repository service owners to enable them to meet the preservation responsibilities for their content.</p> <p>They are also responsible for providing guidance and training on digital preservation to academics and researchers affiliated to the University of Oxford, as appropriate.</p>
Digital preservation strategy	Bodleian Libraires' Chief of Digital Operations is responsible for strategic oversight for digital preservation.

6.2. Implementation of the Policy

- Bodleian Libraries' Digital Preservation Strategy group (chaired by the Chief of Digital Operations) is responsible for overseeing the day-to-day implementation of the Policy.

6.3. Oversight of the Policy

- Bodleian Libraries Round Table is responsible for governance of the Policy.
- The Chief of Digital Operations is responsible for reporting on progress around implementing the Policy to Bodleian Libraries Round Table, the Executive, and Associate Director of Scholarly Resources.

6.4. Review of the Policy

- The Chief of Digital Operations is responsible for reviewing and updating the Policy by the stipulated review date, and they may delegate this responsibility to the Digital Preservation Officers.

7. Glossary

Accessioning	The process of bringing digital objects under the physical and/or intellectual control of Bodleian Libraries.
Digital repository	<p>Services which collect and manage digital collections. In the Bodleian Libraries. These include (but are not limited to):</p> <ul style="list-style-type: none"> • Bodleian Libraries Electronic Archives and Manuscripts (BEAM) • Oxford University Research Archive (ORA) • Digital Bodleian
Digitize	The process of creating a digital facsimile of an analogue item, such as a book, manuscript or audio cassette.
GLAM	Gardens, Libraries and Museums
Long-term preservation	Long-term preservation is the act of maintaining correct and independently understandable information over the long term. Long term is defined as a period long enough to raise concern about the effect of changing technologies, including support for new media and data formats, and of changing user needs.

Metadata	The set of information required to enable content to be discovered, managed and used by both humans and automated systems.
Permanent retention	The act of selecting a record to become part of the permanent archival or special collection(s).
Persistent identifiers	A set of characters used to uniquely identify a digital object or digital collection. Identifiers are managed to ensure their longevity (persistence) over time.
Post-cancellation access	Post-cancellation access (PCA) allows an organisation continued access to electronic purchases or subscriptions.
Preservation activities	A set of activities undertaken by Bodleian Libraries to ensure that digital objects remain unchanged (unless a change has been authorized by staff and recorded). Where technically possible and economically feasible, activities may involve ensuring that digital objects are accessible in modern computing environments.
Workflow	A defined sequence of tasks performed by either humans or software agents.

8. Policy approval

The policy was approved by Bodleian Libraries Round Table on 21/06/2022.

9. Policy review

The policy will be reviewed by July 2026.

10. Document history

Version	Date Approved	Approved By	Brief Description
Version 3.1	21/06/2022	Bodleian Libraries Round Table	Prepared by: Edith Halvarsson, Digital Preservation Officer
Version 2.0.2	19/03/2018	Bodleian Libraries Round Table	Superseded version Prepared by: Edith Halvarsson, Policy and Planning Fellow, Polonsky Digital Preservation Project
Version 1.2	April 2014	Bodleian Cabinet	Superseded version Prepared by: Susan Thomas, Digital Archivist, <i>Bodleian Libraries Electronic Archives and Manuscripts</i>