

# Digital Preservation Policy & Plan

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## **Rationale:**

Born digital material and digital searchable surrogates of local material, e.g. Willamette Publications, need to be protected from modification and/or loss.

Audience: This unique digital content is of current interest, and should be preserved for future generations of WU affiliates to use.

Mission: This work helps the University Library and the Archives and Special Collections meet their mission of preserving materials both now and in the future. Digital surrogates provide additional access points, and help protect fragile print materials from overuse.

## **Scope:**

The Library and Archives preserve both locally digitized materials and born digital material of local interest or that fall under records management retention schedules. This includes publications such as student and faculty research, alumni magazines, student newspapers, unique and local archival collections, and materials deposited directly from campus offices to the archives.

Collection Development: Preservation efforts are directed towards unique and local materials, and not vendor purchased content.

Collaborators: Preservation takes place both in local repositories and network drives, along with cloud services such as Amazon Glacier, S3, ArchivesDirect and DuraCloud.

## **Operating Procedures and Strategies:**

Materials are digitized in compliance with current national standards, most notably the [FADGI guidelines](#).

### **Storage and Geographic Location:**

Number of Copies: The Library maintains 2 to 3 digital copies of all digitized material.

Geographic Location of Storage: High resolution preservation copies are kept on local mirrored drives and in a cloud service such as ArchivesDirect or Amazon Glacier. A third lower resolution presentation copy may also be available via the Academic Commons or Archives website (CONTENTdm, DSpace, eXist) which are included in the campus backup services.

Systems and Media for Storage: All digital media is on networked drives and cloud storage. Amazon Glacier files may be on tape.

Systems and Media Monitoring : Monitoring varies by system. DSpace, ArchivesDirect, Duracloud and Amazon Glacier have checksum monitoring services built in. CONTENTdm and eXist files are monitored both on local disks and in Amazon Glacier.

### **File Fixity and Data Integrity**

File Fixity Checks: On average every 6 months, depending on the service.

Program Used: Depends on the service. Local files are checked semi-annually.

### **Security**

Ensuring preservation of digital materials is the responsibility of the Library Systems staff.

Individuals with Access to files: Systems and archives staff have access to stored digital files.

Security Chain of Command: Flat hierarchy, all systems and archives professional staff have authority to access, modify and delete content. Depending on the system these actions may or may not be logged.

### **Metadata**

Guidelines followed: The Library strives to conform to the [Orbis-Cascade Alliance Dublin Core Best Practices](#). Metadata also meets the minimum requirements for inclusion in the Digital Public Library of America.

Controlled Vocabularies: Whenever possible the Library uses national controlled vocabularies, including the [Library of Congress Name Authority](#) and the [Getty Vocabularies](#).

Metadata Types Preserved: Descriptive metadata is always preserved alongside images. Some systems also preserve Transformative, Administrative, Technical and Structural metadata.

Processes for Metadata Storage: Metadata varies by system. All systems contain basic descriptive metadata, others have administrative, descriptive and technical metadata. Descriptive Metadata is not generally embedded in objects.

## **File Formats**

File Formats Preserved: still images (jpg, tiff, etc.), moving images (mov, avi, wmv, etc.), audio (mp3, mp4, flac, etc.), text document (pdf, rtf, txt, doc[x], xml, etc.), email (mbox format)

FADGI best practices are used in file naming conventions.

Format Migration Plans: Currently there are no planned migrations, though older MS Office files are under consideration. System staff review types of files currently in use with an eye towards obsolescence.