Preservation Policy Template
Digital Preservation Policy & Planning Workshop

2010-10-15

Policy Statement
This is a simple statement that relates digital preservation to the institution's mission and the communities it serves.

Summary Statement (try to keep to 1/2 page total)
This is a set of simple paragraphs that summarize the overall intent of the institution. May include the following elements:
- What are digital resources?
- Who makes selection decisions?
- When should decisions regarding preservation be made?
- What forms are prioritized (masters vs use copies)?
- Where does metadata fit?
- Why does it preserve content (e.g., institutional, legal, consortial obligations)?
- Who wrote this policy?
- How often is this policy re-evaluated and by whom?

Scope
This section summarizes the resource groups (e.g., units, departments, or external parties) for which the institution takes responsibility and prioritizes these according to institutional importance.

Selection Criteria
This section outlines the way decisions are made regarding what will be preserved. May include the following:
- Mission
- Importance to user communities
- Quality of the digital resource
- Risk to the items/collections

Strategies
This section summarizes the lifecycle management practices of the institution. Broad categories might include content creation, content integrity, and content maintenance. Sub-examples of this section might include the following:
- Metadata creation
- Storage
- Refreshing
- Monitoring
- Security
- Redundancy
- Migration
- Emulation
- Access
- Integration with other units/activities
- Interaction with third-party agents
- Use of planning tools

Operating Principles
This section provides overview of methodologies and philosophies undergirding preservation activity (e.g., OAIS, TRAC, etc).

Roles and Responsibilities
This section details who is involved and at what level they are involved. Who is charged with preservation responsibility?

Metadata
This section describes policy/policies for ascribing metadata to preservation objects. May include schema references or documentation bodies (e.g., LC, DLF, NARA).

Permissions/Access
This section documents policies around permissions and access of preserved content.

Distributed Responsibilities
This section contains information about what the institution's relationship is to other institutions, and whether it may partner with other institutions to preserve its own collections or the collections of other institutions and under what circumstances.

Economics/Sustainability
This section documents expected costs and who shoulders the responsibility for those costs.

Challenges
This section acknowledges the challenges the institution/field faces in preserving digital collections.

Outreach/Education
This section gives an overview of any outreach and education activities undertaken by the institution at the institution level, for the parent institution, or for the broader community.

Date/Authors
This section provides the date of last revision and contact information for the authors

Related Documents
This section lists other institutional documentation that has a relationship to digital preservation and/or this policy itself. Examples might include such documentation as Disaster Plan, Records Management Policy, and Collections Development Policy.

Definitions/Glossary
This section would clarify terms used throughout the document.